



## September reopening Information for boys and parents



## Message from the Headmaster

We are delighted to be in a position to open Newcastle School for Boys fully from the start of the Autumn term. Our aim is to continue to provide the boys with the best possible educational experience, delivering academic progress and character development in the safest possible environment. We are pleased to be able to open for all year groups and to adopt as much of a 'business as usual' approach as we can. Inevitably, there are a number of protective measures and restrictions that are going to be in place. We hope that over time and given the right conditions these will be able to be lifted and further activities reintroduced.



The key protective measure for boys is to minimise the number of different contacts that each pupil experiences during the school day. This means that boys will be grouped by their year group and contact within and mixing between those groups minimised. This will obviously have implications for activities where year groups normally join together, such as lunchtime, breaktime, assemblies, sporting and other activities.

This information booklet should be read in conjunction with the School's risk assessment also published on its website <https://newcastleschool.co.uk/parent-portal/covid-19-and-wider-reopening/>.

**Pupils with coronavirus (COVID-19) symptoms or who have someone in their household who does and/or are self-isolating including where required to quarantine for a period of time following overseas travel must not attend school.** Where boys are well enough to continue to study remotely, we will provide access to remote teaching and learning.

Shielding advice for all adults and children was paused on 1<sup>st</sup> August 2020. Therefore, boys who are clinically vulnerable or where this applies to a member of their household may now attend school. However, we understand that there may be cases that need to be looked at on an individual basis. If you are concerned in any way, please contact the School.

Further information and guidance on action to be taken in the event your son or any member of your family displays symptoms or tests positive for coronavirus (COVID-19) are provided in this booklet.

I look forward to welcoming the boys back to school next week.

With all best wishes

David Tickner  
Headmaster

# Ensuring good hygiene in school

## Hand washing

On arrival at school, after break and lunchtime, before handling food or eating and after going to the toilet all pupils and staff are required to wash or sanitise their hands.



### Coronavirus

**Wash your hands with soap and water more often for 20 seconds**

Use a tissue to turn off the tap.  
Dry hands thoroughly.



## Toilets

Boys should, wherever possible, observe social distancing when using toilets. They must ask permission to use a toilet so that there is suitable oversight and supervision to maintain social distancing and ensure that contact between boys from different year groups is minimised. Boys should use cubicles rather than urinals wherever possible and toilet seats should be closed before flushing, wherever possible.

## Face coverings

Boys will be encouraged to practise good respiratory hygiene including wearing face coverings in internal common areas of the Senior School, such as corridors.

For Senior School boys, face coverings should not be worn during lessons and other learning activities.

Whilst boys are encouraged to avoid using public transport travelling to and from school, we recognise that some will need to.

When travelling on public transport or other dedicated transport, such as that operated by Baynes Travel and Kennedy's, boys (except those under the age of 11) must wear face coverings and observe social distancing at all times.



Boys will be encouraged to follow the **catch it, bin it, kill it** approach with tissues disposed of carefully in lidded bins provided around the School.

## Safety around school

**Social distancing** will be maintained in school wherever possible. It is acknowledged that this will not be possible in all situations, including in classrooms. It is also acknowledged that it is harder for younger children to maintain social distancing. However, although the relative risk to staff compared to children is small, it is nevertheless greater and staff will maintain distance from pupils and other staff as much as possible.

**Water dispensers** have been installed at various locations around the School. These replace drinking fountains. Water cannot be provided in jugs during lunch service. **Boys are, therefore, encouraged to bring into school their own personal water bottle** which must not be shared with others and should be taken home and sanitised at the end of the school day.

**Protective screens** have been installed in some areas of the School, including some smaller classrooms and office and reception areas.

**Ventilation** - the School will do all that it can to promote good ventilation by opening windows and propping open other doors where it is possible to do so without compromising safeguarding, security and fire safety, etc.

**Assemblies** - there will be no assemblies larger than a single year group. This means that most assemblies will now be delivered and accessed remotely in tutor groups at the Senior School and class groups at the Junior School.



**Cleaning** - there will be enhanced cleaning of frequently touched surfaces using products such as detergents and bleach safely and effectively. Rooms will be cleaned more frequently than usual, particularly shared areas that are used by different groups, such as dining areas. Toilets will be cleaned regularly throughout the school day.

# Uniform and personal equipment

## Uniform

Boys are asked to return in uniform in September with the following adaptations:

- Shirts, which are the main clothing item closest to the mouth, should be freshly laundered each day.
- Ties should not be worn, at least initially.
- Blazers can be worn but, if the weather is warm enough, can be left at home.
- Jumpers are not encouraged at least whilst the weather is warmer as they cannot be washed and dried as readily as some other uniform items.
- Sports kit to be worn to school on the day boys have timetabled PE and Games lessons. Boys will remain in their sports kit on those days as we are not planning on changing rooms being open from the start of term.

## Equipment

### Junior School

Boys in the Junior School can bring to school a small bag to hold their healthy snack for the day and their own water bottle. Boys at West Avenue can bring their pencil case to hold stationery equipment which only they can use and touch.

### Senior School

Boys are encouraged to limit the amount of equipment they bring school each day to essentials, e.g. books, stationery, mobile phones, coat, etc.

Lockers will not initially be available for use.



## Drop-off and pick-up

Start and finish times have been adjusted and staggered as have entrance and exit points across all of the School sites to keep year groups apart as they arrive and leave school each day. On arrival at school, all pupils and staff are required to wash and sanitise their hands. We ask that, wherever possible, only one parent accompanies a boy to school where this is necessary and that parents do not gather at or near school gates to socialise. Parents may not come onto site except with an appointment or in an emergency in relation to their son.

### Junior School - North Avenue

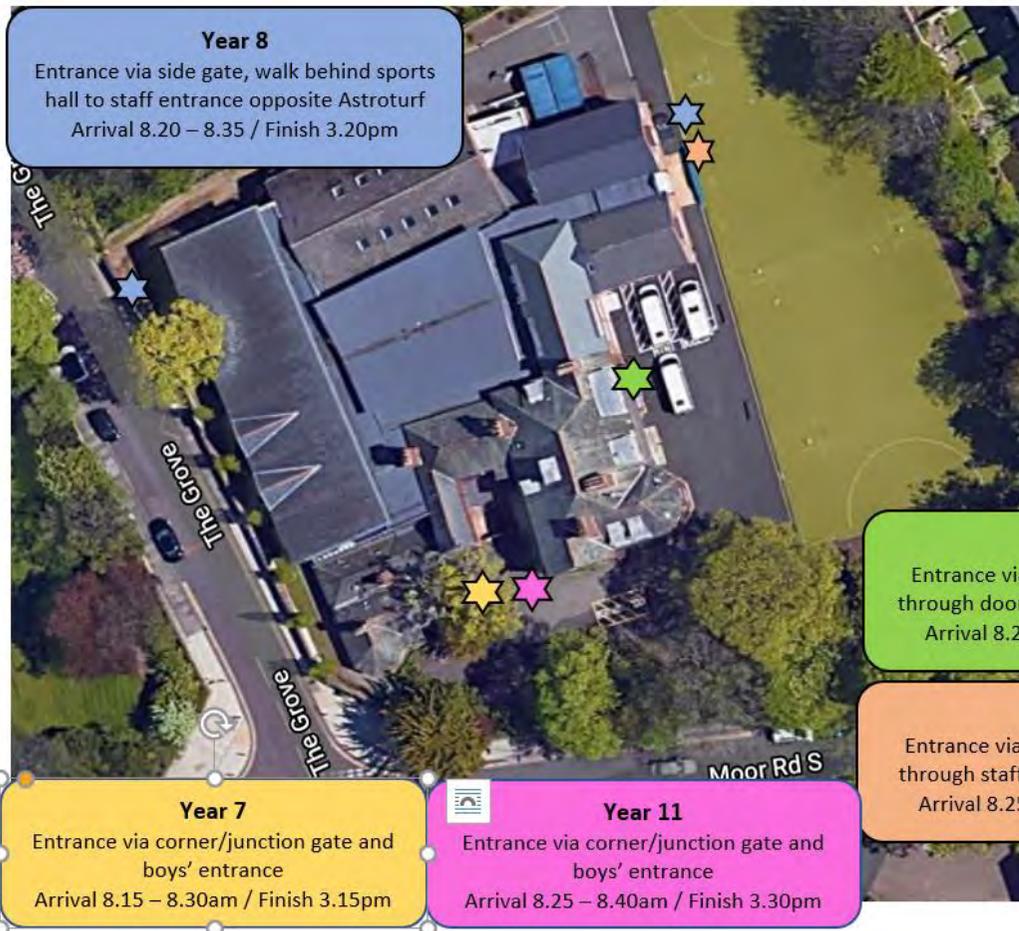


### Junior School - West Avenue



# Drop-off and pick-up

## Senior School - Years 7 to 11



**Sixth Form** will enter the sixth form centre at 1 Moor Road South:

Year 12 - 8.30am - 3.50pm

Year 13 - 8.40am - 4.00pm

## Caring for pupils and staff

Where a pupil becomes unwell with symptoms of coronavirus (COVID-19) while in school, arrangements will be made for them to return home as soon as practically possible and safe to do so. They will need to then observe Government stay at home guidance. We would ask that parents, if notified that their son is unwell with symptoms of coronavirus (COVID-19), make every attempt to collect them as soon as possible from the School.

In the meantime, they will be isolated in line with the School's risk assessment and of course supported appropriately according to their age and needs.

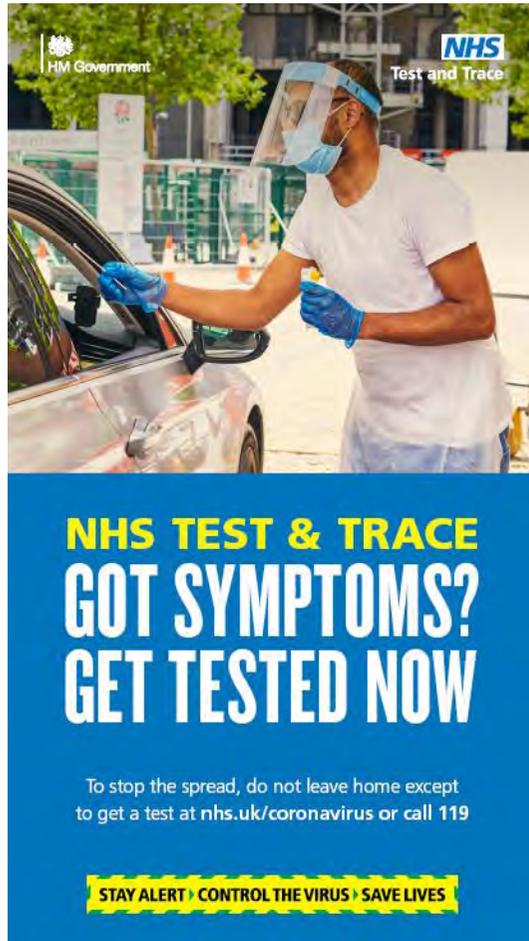


Staff caring for pupils in these circumstances are likely to wear a face mask and possibly PPE if direct contact with a symptomatic boy is necessary.

The School must take swift action when they become aware that someone who has attended one of our sites has tested positive for coronavirus (COVID-19), including where this might be identified by NHS test and trace. All parents must be ready and willing to book a test if they or their children are displaying symptoms, provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or, if asked by NHS test and trace, self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms of coronavirus (COVID-19).

**Parents must inform the School immediately of the results of any coronavirus (COVID-19) test undertaken by their son or another member of their household.** Further details are contained in the School's risk assessment.

## NHS Test and Trace

A promotional poster for NHS Test and Trace. The top half shows a healthcare worker in full PPE (goggles, mask, gloves) standing by a car. The bottom half is a blue banner with white and yellow text. The text includes the NHS logo, 'HM Government', and 'Test and Trace'. The main headline reads 'NHS TEST & TRACE GOT SYMPTOMS? GET TESTED NOW'. Below this, it says 'To stop the spread, do not leave home except to get a test at nhs.uk/coronavirus or call 119'. At the bottom, a yellow banner contains the slogan 'STAY ALERT • CONTROL THE VIRUS • SAVE LIVES'.

If you or your son displays symptoms of coronavirus: a high temperature; a new, continuous cough; or the loss or change of sense of taste or smell, you can [book a test online](#) or over the telephone through **119**.

**Public Health England and NHS Test and Trace have asked schools to remind parents that unless a pupil or staff member has one of the three main coronavirus symptoms above, they should only be tested if instructed otherwise by the local authority, health protection team or their GP.**

Pupils may feel unwell, for example with a sore throat, stomach upset or a headache. These pupils do not need to book a test but may seek medical advice through their GP or pharmacist as usual and, if not well enough to come into school, stay at home. There is no need for other members of the household to have a test, unless they are also symptomatic.

This allows testing to be prioritised for those with symptoms, avoids children and their families self-isolating unnecessarily and will help to avoid a surge in test demand as England's schools return.

# Pastoral care and boys' wellbeing

## Pastoral care

We recognise at this time that there may be additional concerns about boys' wellbeing and mental health. Our provision of excellent pastoral care will continue, including through the availability of the school guidance counsellor, Mrs Anne Simpson.

If you do have any concerns about your son's wellbeing, please raise these at an early stage via your son's form tutor or class teacher.



Similarly, the School's [Safeguarding and child protection policy](#) has been revised to now include an additional [appendix](#) that addresses issues that may arise in relation to coronavirus (COVID-19).

## Other key contacts

### Junior School

Mrs Woosnam, Assistant Head (Early Years)  
[swoosnam@newcastleschool.co.uk](mailto:swoosnam@newcastleschool.co.uk)

Mrs Ferry, Assistant Head (Years 1 to 3)  
[jferry@newcastleschool.co.uk](mailto:jferry@newcastleschool.co.uk)

Mr Spinks, Assistant Head (Years 4 to 6)  
[ospinks@newcastleschool.co.uk](mailto:ospinks@newcastleschool.co.uk)

Miss White, Head of Junior School  
[twhite@newcastleschool.co.uk](mailto:twhite@newcastleschool.co.uk)

### Senior School

Mrs Robinson, Senior Tutor (Years 7 and 8)  
[drobinson@newcastleschool.co.uk](mailto:drobinson@newcastleschool.co.uk)

Mr Harris, Senior Tutor (Years 9, 10 and 11)  
[charris@newcastleschool.co.uk](mailto:charris@newcastleschool.co.uk)

Mr Black, Acting Head of Year 12  
[ablack@newcastleschool.co.uk](mailto:ablack@newcastleschool.co.uk)

Mrs Snowdon, Acting Head of Year 13  
[vsnowdon@newcastleschool.co.uk](mailto:vsnowdon@newcastleschool.co.uk)

Mr Hallam, Senior School Deputy Head (Character Development and Boys' Wellbeing) & Designated Safeguarding Lead (DSL)  
[ghallam@newcastleschool.co.uk](mailto:ghallam@newcastleschool.co.uk)

## Support for Learning

We recognise that it has been a difficult period for all pupils but perhaps particularly for some of our pupils who experience and receive support for SEND. We will do all that we can to continue to support these boys in class and beyond. Individual risk assessments have been undertaken for those boys with Education, Health and Care Plans (EHCPs).

If you have any concerns regarding your son's SEND provision, please don't hesitate to contact:

**Senior School** - Mrs Victoria McCrystal, [vmccrystal@newcastleschool.co.uk](mailto:vmccrystal@newcastleschool.co.uk)

**Junior School** - Mrs Kim Cartmell, [kcartmell@newcastleschool.co.uk](mailto:kcartmell@newcastleschool.co.uk)

## Behaviour

The School recognises that the environment into which the boys will be returning will be a different one. In order to ensure that the school community remains a safe and productive one, boys will need to show character and exercise self-discipline. Recent months have helped us all to realise how precious learning and time are and that opportunities must not be wasted. The School will continue to operate a policy of rewards and sanctions, although it should be noted that boys whose behaviour is unsafe or disrupts learning, including that of others, may not be able to attend school.

## Out of hours provision and support

### Junior School

Breakfast Club - a breakfast club will be available at North Avenue for boys in Nursery to Year 2 and at West Avenue for boys in Year 3 to Year 6. Breakfast club will be held in the dining halls on both sites and will run from 7.30 to 8.15am each day. Access to the club is through the hall doors on both sites. Parents need to book their son into breakfast club using and paying through Evolve. If due to work commitments it is necessary for parents to drop off their son at school between 8.15 and 8.35am, arrangements can be made for this on an individual basis.

After school club will run at North Avenue for boys in Nursery to Year 2 and at West Avenue for boys from Year 3 to Year 6. This will run from the end of the school day to 6.00pm. Payment will be charged from 4.00pm onwards. Parents can collect their son from the hall doors on both sites. Parents will need to book their son into afterschool club using Evolve.

### Senior School

After school provision will be available for boys in Years 7 to 11 at the Senior School through to 5.45pm each day. This will take place in the main hall, with each year group being allocated an area to use. This will be a quiet space for boys to complete work or read. Unfortunately, there will be no access to school computers or devices during this time.

## Co-curricular

There will be a programme of co-curricular clubs which will run from the start of September. A full list of these clubs will be published and advertised to the boys at the start of term. Initially, these clubs will be run 'in house' and no external providers will be used. This is to reduce the number of visitors to the School and also because, in many cases, they work across a number of year groups simultaneously. These year groups cannot now be mixed in this way.

The School will start to look to operate some educational visits during the Autumn term. These cannot be overnight and are likely to be very local initially.



## Teaching and learning - Senior School

The School will retain an ambitious broad and balanced curriculum. Whilst this may be adapted in some respects to take into account the effects of coronavirus (COVID-19), the School does not anticipate removing subjects from the timetable. The curriculum will be planned on the basis of the educational needs of pupils. Some adaptations to GCSE and A level curricula content has already been published by the relevant awarding bodies and this will be reflected in the teaching of those courses

Boys will be kept in consistent groups as much as possible to reduce any risk of transmission of coronavirus (COVID-19).

Boys in **Years 7 to 9** will be taught in mixed ability classes. Boys in **Years 10 to 13** will continue to be taught in sets and option blocks.

To ensure the safety of all boys and staff, it has been necessary to revise our timetables for the Autumn term. This will assist in limiting movement around school. From September, we will be operating a two-week timetable, with a separate schedule for Week A and Week B. This will allow for the greatest flexibility for us to deliver our full curriculum, whilst minimising movement and keeping year groups together. To this end, classes will mostly be based in single rooms with staff coming to them to deliver lessons in each subject. Please refer to the daily timings table in a later section of this booklet for specific lesson timings for each year group.

In **Year 7 to 9**, boys will be taught in house groups (Ascham/Aldridge, and Mavor/Newlands) across all of their subjects. The arrangements for Year 8 will vary slightly due to its larger size.

In **Years 10 and 11**, boys will be retained in their core subject teaching groups and option subject classes but will be based in a more limited number of rooms with staff circulating to them for each lesson.

In **Years 12 and 13**, boys will be retained in their option subject classes and will have lessons delivered in both the Sixth Form Centre and The Grove as room availability allows. Study facilities will be made available by year group to facilitate study periods.

**Internal assessments** will be held for boys in **Years 11 and 13** prior to half term between **Friday 16<sup>th</sup> and Thursday 22<sup>nd</sup> October**. This follows the cancellation of internal examinations during the summer term.

**Classroom and learning resources** can be used and shared within a year group. Any items shared across year groups will be cleaned or left unused and out of reach for a period of 48 to 72 hours, according to the material.



## Senior School curriculum

### Art, Design Technology, science, computing and music

Wherever possible, specialist teaching spaces, such as in Art, Design Technology, Science, computing and music will be made available, with each space and any equipment used cleaned in advance of a different year group using the room.



### PE, Games and sport

Boys will have one PE/Games session each week in their year group bubble as follows:

Year 7	Friday afternoon
Year 8	Thursday afternoon
Year 9	Monday afternoon
Year 10	Tuesday afternoon
Year 11	Wednesday morning (Week A), Wednesday afternoon (Week B)
Year 12	Wednesday afternoon (Week A), Wednesday morning (Week B)
Year 13	Wednesday afternoon (Week A), Wednesday morning (Week B)

Due to the regulations placed upon us by various governing bodies within sport in relation to coronavirus (COVID-19), we are aiming to start the autumn term with some summer activities. Therefore, boys will be taking part in cricket and tennis. Years 11, 12 and 13 will also have groups doing basketball, fitness, football and touch rugby. Boys will be informed which groups they are in upon their return to school.

Changing rooms are not available and so boys must attend school in school- branded sportswear (where possible) on their PE/Games day. Boys must also bring their own, clearly marked drinks bottle as shared bottles will not be available. If your son wishes to bring a cricket bag/kit or a tennis racquet, they can be stored in the blue PE containers ONLY on the days they have games.

We intend to run a small co-curricular programme and some Saturday training activities, details of these will be published shortly. If you have any questions please contact Director of Sport, Mr Hogarth at [lhogarth@newcastleschool.co.uk](mailto:lhogarth@newcastleschool.co.uk)

## Senior School - revised timetables, including lunch and break times

In order to maintain the integrity of year group bubbles, break times and lunch times will be staggered to allow for boys to take their breaks with minimal risk of mixing with other year groups. Break times will usually be taken outside in one of the designated year group spaces, with, when necessary, indoor breaks being taken in tutor rooms. Lunch will be staggered, with only two year groups taking lunch at any one time and each year group located in separate and designated areas of the dining hall.

### Years 7, 8 and 9

	Year 7	Year 8	Year 9
Arrival	08:15-08:30	08:20-08:35	08:25-08:40
Tutor	08:40-09:00	08:40-09:00	08:40-09:00
Period 1	09:00-10:20	09:00-10:20	09:00-10:20
Period 2a	10:20-11:00	10:20-11:00	10:20-11:00
Break	11:00-11:20	11:00-11:20	11:00-11:20
Period 2b	11:20-12:00	11:20-12:00	11:20-12:00
Period 3a	12:00-12:40	12:00-12:40	12:00-12:40
Lunch	12:40-13:10	12:40-13:10	12:40-13:10
Period 3b	13:10-13:50	13:10-13:50	13:10-13:50
Period 4a	13:50-14:30	13:50-14:30	13:50-14:30
Break	14:30-14:50	14:30-14:50	14:30-14:50
Period 4b	14:50-15:15	14:50-15:20	14:50-15:25
Period 5	15:15-15:45	15:20-15:50	15:55-15:55

For Years 7, 8 and 9, these break and lunch periods will fall within lesson slots, which will allow for those lessons to be broken up to help maintain pupil concentration and to provide regular opportunities for boys to move around a little during the course of the day.

## Years 10 and 11

	Year 10	Year 11
Arrival	08:25-08:40	08:25-08:40
Tutor	08:40-09:00	08:40-09:00
Period 1	09:00-10:20	09:00-10:20
Break	10:20-10:40	10:20-10:40
Period 2	10:40-12:00	10:40-12:00
Lunch	12:00-12:30	12:00-12:30
Period 3	12:30-13:50	12:30-13:50
Break	13:50-14:10	13:50-14:10
Period 4	14:10-15:30	14:10-15:30
Period 5	15:30-16:00	15:30-16:00

For **Years 10 and 11**, lesson slots will be unbroken, with break and lunch times being taken between lesson slots.

**Lunch** will be available to all boys in the main hall. There will be a staggered timetable allowing boys to eat lunch in their own year group bubbles. Although we have kept lunchtime to be an experience as close to 'normal' as we can, there will be some social distancing measures in place that staff will guide the boys through at the start of term.

Similarly, we will be running a **break time service** for boys as well, with one or two slight changes to procedures. Items to be sold at this service have all been priced in multiples of £1 in order to minimise the handing over of change. Boys should keep that in mind when bringing in small amounts of cash to access this service as change will not be available.

## Sixth Form

	Year 12	Year 13
Arrival	08:15-08:30	08:25-08:40
Tutor	08:40-09:00	08:40-09:00
Period 1	09:00-10:20	09:00-10:20
Period 2	10:20-11:40	10:20-11:40
Break	11:40-12:00	11:40-12:00
Period 3	12:00-13:20	12:00-13:20
Lunch	13:20-14:10	13:20-14:10
Period 4	14:10-15:30	14:10-15:30
Period 5	15:30-16:00	15:30-16:00

For the **Sixth Form**, lessons will be weighted towards the beginning of the day, with the lunch and the second break slot being taken together to provide a more extended opportunity out of lessons. This is in addition to the fact that not all students in these year groups are in lessons every period, which naturally provides additional opportunities to have breaks between lessons.

# Junior School

## Teaching and learning

The boys will mostly be taught in their classroom by the class teacher. However, they will also receive a broad and balanced curriculum from the specialist staff in the school, e.g. Music with Mr Gray, computing with Mr Edge, art with Mrs Scott and PE and Games with Mr Sander

## Lunch

Boys will have staggered breaks and lunch times to ensure that they do not mix with any other group. Boys will have their lunch in the dining room and a hot meal option will be provided. In Nursery to Year 6, group sizes will be at class size as far as possible.

## PE and Games

The boys will need to come to school in their PE kits on the following days. They will remain in their kit for the day. Nursery boys should come to school each day in their usual uniform.

Year Group	Days
Reception	Monday and Thursday
Year 1	Monday and Thursday
Year 2	Monday and Thursday
Year 3	Tuesday and Thursday
Year 4	Tuesday and Thursday
Year 5	Monday and Tuesday
Year 6	Tuesday and Friday



## Remember .....

### Do ..

- ❖ wash your hands regularly during the day
- ❖ remember to socially distance
- ❖ use a tissue if you cough or sneeze and dispose of in the lidded bins provided
- ❖ make sure you only bring essential equipment with you to school
- ❖ enjoy your lunch and break times with your friends .... but at a distance
- ❖ tell us if you feel unwell or are displaying any COVID symptoms
- ❖ ask a member of staff if you have any questions or concerns - we're here to help
- ❖ let a member of staff know if you are concerned about a friend

### Don't ..

- ❖ touch your eyes and face
- ❖ push by people in corridors ... keep your distance and stay safe
- ❖ forget that some of your friends may be more anxious about being back at school - be kind
- ❖ bring things you don't need to school - check your timetable and only carry what you need
- ❖ go to the toilets in groups - no more than two at a time



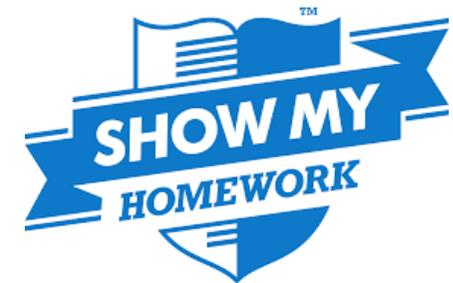
## Visitors

Visitors must not come onto the School sites if they have coronavirus (COVID-19) symptoms and/or have tested positive in the previous 7 days or are required to self-isolate or quarantine. Only essential visitors will be allowed onto site, such as those required to carry out essential maintenance, etc.

**Parents will be unable to come onto site other than in an emergency. Meetings and other conversations should take place by telephone or video conference. If essential visits can take place outside of normal school hours, they should. All visitors will be required to complete a health and travel declaration form and sign in and out at the relevant school office, providing their contact details.**

## Remote teaching and learning

The School recognises that in the case of local or national lockdown, it may be necessary to revert to remote teaching and learning as per the Spring and Summer terms 2020, for year groups, specific sites or the whole school at short notice.



## For further information, please contact

Senior School Office	<a href="mailto:senioroffice@newcastleschool.co.uk">senioroffice@newcastleschool.co.uk</a>
Junior School Office	<a href="mailto:junioroffice@newcastleschool.co.uk">junioroffice@newcastleschool.co.uk</a>
Telephone	0191 255 9300
Website	<a href="https://newcastleschool.co.uk/parent-portal/covid-19-and-wider-reopening/">https://newcastleschool.co.uk/parent-portal/covid-19-and-wider-reopening/</a>