

Arrangements for a COVID – Secure College

Principles of Operation

- Students are organised into bubbles. Five bubbles consist each of one year group, Years 7 to 11. Bishop Laney Sixth Form (all students) form the sixth bubble.
- Students must remain within their allocated zone(s) at all times unless moving between zones to access specialist facilities. All year groups and Bishop Laney students accessing specialist facilities will do so via routes which minimise their contact with other groups.
- Students of one bubble are allocated to their own general teaching facilities.
 - Year 7 – Bedford Ground Floor
 - Year 8 – Bedford First Floor
 - Year 9 – Adelaide First and Second Floors and Science First Floor
 - Year 10 – Needhams Ground and First Floor
 - Year 11 – Downham and Littleport First Floor
 - Bishop Laney students – Bishop Laney Centre and Skills Centre
- Students of one bubble may access areas of specialist provision on the same day as students of another bubble, but not at the same time.
- Except for dining and sports hall facilities any individual room must only be occupied by one bubble per day, regardless of how long it is occupied for. Sanitisation will take place between periods of usage by differing full year groups, e.g. in the Dining Room.
- E.g. Year 8, Year 10 and Bishop Laney Art students may all be in the Art department at some point on a Tuesday – but they must not be in the same area of the art department at the same time, and one bubble must not use the same room as any other bubble has used during the day.

Timings of the College Day

Year 13	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40 Depart
Year 12	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40 Depart
Year 11	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 10	8.35 Arrival	8.35-9.30 Period 1	9.35-10.05 Break 1	10.05-11.05 Period 2	11.05-12.05 Period 3	12.10-12.40 Break 2	12.40-13.40 Period 4	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 9	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 8	8.35 Arrival	8.35-9.30 Period 1	9.35-10.05 Break 1	10.05-11.05 Period 2	11.05-12.05 Period 3	12.10-12.40 Break 2	12.40-13.40 Period 4	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 7	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart

Tutoring

Tutoring will take place at 2:40pm each day for one year group per house, according to the schedule below. Locations for tutoring are fixed and shown on staff and student timetables. Where part time tutors are not available to meet with their tutees at the appointed time, the tutees will join the group of another tutor. The in-timetable academic mentoring period shall be used to carry out mentoring in this instance.

	Mon	Tues	Weds	Thurs	Fri
Year 7		Turing	Scott	Franklin	Etheldreda
Year 8	Turing	Scott	Franklin	Etheldreda	
Year 9	Scott	Franklin	Etheldreda		Turing
Year 10	Franklin	Etheldreda		Turing	Scott
Year 11	Etheldreda		Turing	Scott	Franklin

Arrivals and Departures

Students

Students will arrive and depart via gates and entrances specific to their year group to support the distancing between the year group bubbles.

Group Bubble	Entrances	Exits
Year 7	Adelaide Gates, Back Gate (Lantern)	Adelaide Gates, Back Gate (Lantern)
Year 8	Adelaide Gates, Back Gate (Lantern)	Adelaide Gates, Back Gate (Lantern)
Year 9	Adelaide Gates, Back Gate (Lantern)	Adelaide Gates, Back Gate (Lantern)
Year 10	Downham (Layby) Gate, Back Gate (Lantern)	Downham (Layby) Gate, Back Gate (Lantern)
Year 11	Downham (Layby) Gate, Back Gate (Lantern)	Downham (Layby) Gate, Back Gate (Lantern)
Bishop Laney	Bishop Laney Centre (from Franklin Quad for bus passengers)	Bishop Laney Centre (via Franklin Quad for bus passengers)

Students arriving on buses must make their way immediately to their year group area; and not mix with other year groups.

- For Year 7 and Year 8 this is via the Covered Way
- For Year 9 and Bishop Laney this is via the Field
- For Years 10 and 11 Needhams and Downham can be accessed directly from the bus drop off point.

Staff

To help with capacity and the separation of vehicle and pedestrian traffic; staff should arrive via the Needhams Gate and use the Needhams Car Park, except for those staff whose normal base is within Adelaide Block and the Bishop Laney Centre. Staff who cycle to college may continue to use the cycle racks outside Adelaide Block.

The site will be open from 6:30am each day during term time, and staff are asked to leave in time to ensure the site can be closed from 6:00pm.

After 6:00pm only lets and advance notice evening events will be taking place in defined areas, to allow sanitisation to take place across the remainder of the site.

Duties

Duties will be undertaken to ensure the safe movement and effective supervision of students arriving and leaving the site. Start of the day and end of the day duties will be undertaken by SLT members at a frequency of one per day worked, supported by a small pool of additional colleagues.

The labelled zones are indicated on the site plan found later in this document.

	Arrivals		Tutoring & Departures	
A. Layby Entrance / Exit – Ys 10 / 11	08:10 – 08:40		14:40 – 15:10	
B. Outside Bedford / Adelaide	08:10 – 08:30		14:40 – 15:10	
C. Downham Road Entrance / Exit	08:10 – 08:40		14:40 – 15:10	
D. Rear Gate - Ys 7 / 8 / 9	08:10 – 08:40		14:40 – 15:10	
E. Bus Arrivals & Covered Way	08:10 – 08:30			
F. Covered Way & Bus Departures			14:40 – 15:10	
G. Bus Waiting Ys 10 / 11 (N Hall)			14:40 – 15:10	

Break Time Duties

Duties are carried out at each break time in each zone where students are present at that time. Provision is in reserve to supervise and open the Astro Turf facility to one year group per day, should restrictions allow.

Break 1 refers to the break either before (2a) or after (2b) period 2. Break 2 refers to the breaks either side of period 4.

A duty rota will be produced and duty sessions will be visible on staff members' Outlook timetables.

Sample Duty Rota

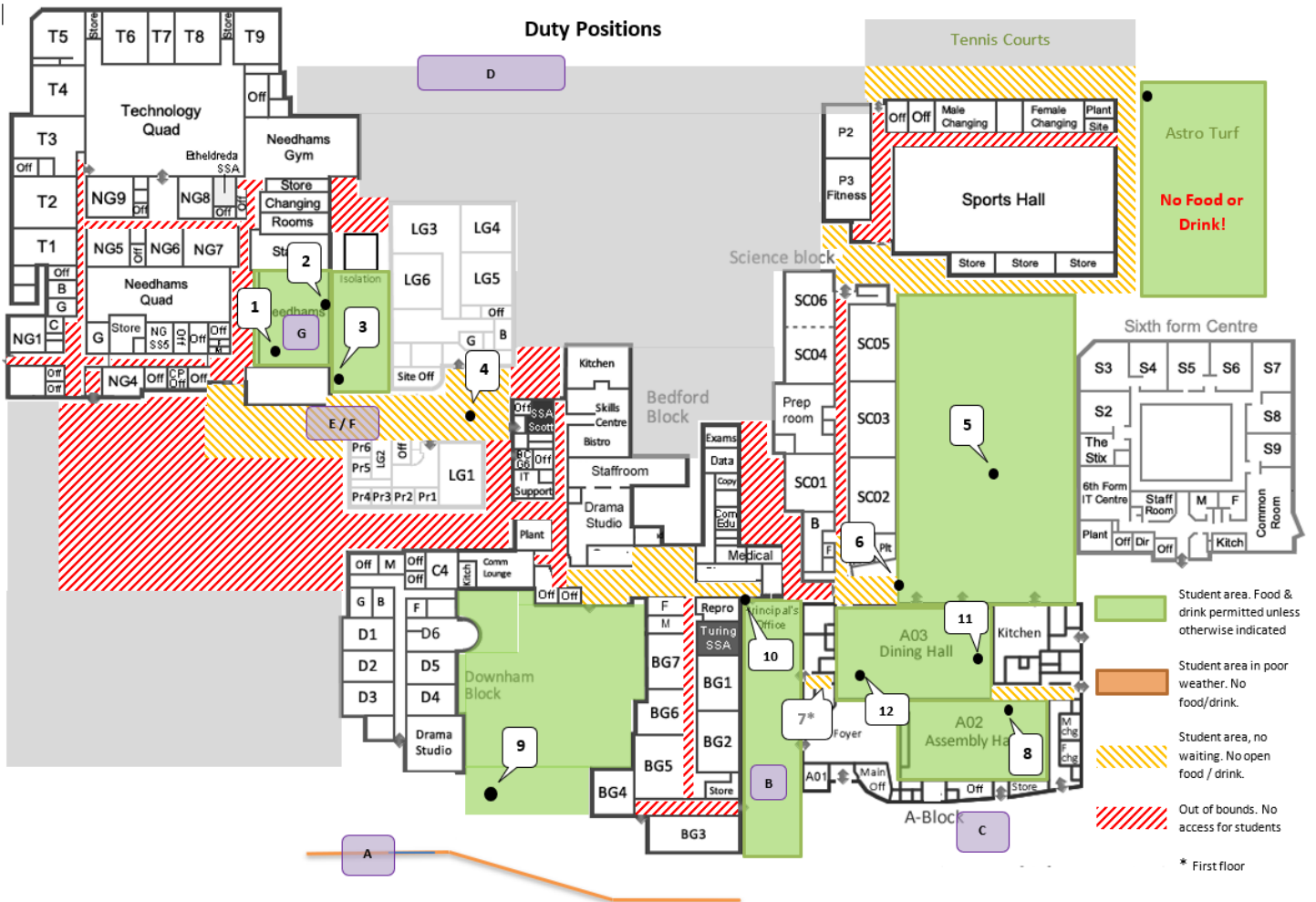
e.g. Monday	Break 1		Break 2	
	09:35 – 10:05	10:35 – 11:05	12:10 – 12:40	13:10 – 13:40
1. Needhams Hall Food Service				
2. Needhams Hall*				
3. Needhams Quad				
4. Covered Way				
5. Food Pod Service				
6. Franklin Quad Entrance*				
7. Adelaide First Floor				
8. Adelaide Hall				
9. Downham Quad				
10. Bedford Entrance*				
11. Dining Room Food Service				

12. Dining Room Toilets				
Astro (e.g. Year 10)				
Bishop Laney Centre				
Duty Leader				

* indicates the team leader in this zone.

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Duties Site Map



Facilities

In order to ensure continuity of provision several rooms have been redesignated to provide facilities such as staff workspaces, a SENDV base and a house office in each year group area.

- House Offices will provide an in-day point of contact for students of a particular year group, whilst maintaining house orientated contact with families as before.
- Each year group area (zone) has a Visiting Tutor space, set aside for the adhoc use by senior tutors, CP officers, tutors and others for 1-1 discussions with students within their year group area. E.g. a Scott leader must go to the Year 10 area to speak with a Scott Year 10 student – these rooms provide that space.
- A SENDV base in each area will be staffed through the day by a member of the learning support team.
- Storage facilities are provided in each year group area, sometimes as part of the staff work area, for the shared storage of textbooks, resources etc.
- A number of staff workspace areas are provided. Secure personal storage is also planned for those areas in the form of padlock secured lockers, similar to some sports facilities.
- IT and Audio Visual equipment has been upgraded in some areas which had not recently been used for who group teaching, this includes 'Promethean' screens in the Needhams classrooms and some Bishop Laney spaces. Additionally A12 is due to be converted during the first weeks of term to an IT suite to provide access for Year 9 groups.

In addition, bus waiting areas and behaviour support facilities (Isolation) are provided within year group areas. A summary of these is provided below.

	Year 7 Bedford Ground Floor	Year 8 Bedford First Floor	Year 9 Adelaide & Science Floors 1 & 2
Access	Bedford via entrance door adjacent to Principal's Office.	Bedford via entrance door adjacent to BG3a	Arrival: Via Adelaide 'middle door' signposted or Science Centre far end entrance.
House Office	Turing HO	Formerly Turing Snr Tut Office	A16 (Hub)
Visiting Senior Tutor Space	QUILT Room	Use available office Seating on landing	Ground Floor House Office
SENDV Hub	BG6*	B18	A14
Storage Facility	Rear of BG6	Storeroom with sink	A13 as part of workspace
Staff Workspace	House Office – Skills Centre (Repurposed)		A13
Bus Waiting	BG8 (GAI)	B12 (LSM)	LRC (AHI)
Isolation	Turing HO	Isolation (Access via 'Field')	

	Year 10 Needhams Tower & Front	Year 11 Downham / Littleport
Access / Egress	via Needhams main entrance (automatic doors) or front stairwell. One-way system in operation. Exit via far end front doors from circulation area outside NG3.	Downham: via double doors facing Needhams Car Park Littleport: via main doors from covered way.
House Office	Etheldreda HO	Downham Office
Visiting Senior Tutor Space	Formerly S Goodey's Office	L15 / L13
SENDV Hub	Tower 1 st Floor Lrg Office (Former Langs Office)	L15
Storage Facility	Tower 1 st Floor Sml Office	L12 as part of workspace
Staff Workspace	L12	
Bus Waiting	Needhams Hall (Rota)	
Isolation	NG3	

*Meeting Room from 3:15pm

- Medical Room (Bedford) – Diabetic student support (access for Ys 7 – 11)
- A01, A02, L13, 2 x Small Rooms @ Needhams Front – **Users must book with the relevant owner and ensure cleaning between each meeting.**
- A02 – Symptomatic Persons Room