



High Expectations  
and Aspirations

COVID 19  
STUDENT/PARENT  
HANDBOOK



**September 2020**

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# Introduction from Annette Kimblin

Dear All

Thank you very much for taking the time to read and absorb this information.

Can I start by thanking you for your support over these very difficult months. Providing any form of education for children when they are not in their usual environment of school has been extremely challenging for all of us. Despite this we have managed to do that, from a “standing start”.

We have managed to provide work remotely for students, sent many work packs out to students, started and begun to embed remote lessons through Microsoft teams, supported the children of key workers in school, supported vulnerable learners and this half term welcomed back Yr. 10s to complete face to face learning with teachers. All students in Year groups 7, 8 & 9 have been offered a meeting with their Progress and Development Leader in school before the end of term. In addition to this, staff have contacted students in their form groups and pastoral staff have ensured that all safeguarding procedures and monitoring arrangements are fulfilled. I am very proud of all of their efforts and your efforts in supporting us. I am very proud of the way in which our students have risen to the challenge of remote learning, have kept the Light Hall spirit and community alive, even though we are all apart. Thank you to them, and to you.

We now move on to the next phase.

The government provided guidance about how to open school, safely to all, on Thursday 2<sup>nd</sup> July 2020, and we have been working very hard to enable that to happen.

We are following all Government and Local Authority guidance in all aspects. This document is intended to inform you about how we intend to achieve a safe return for all in September.

Our Governing body has scrutinised our risk assessments and has approved our plans for a full return in September.

I have attempted to include all the relevant information you require to help you plan for your

child’s return, reduce anxiety and be completely transparent about how we intend to operate. All systems and procedures are not tried or tested, so are under continual review. We are hopeful that these procedures will be temporary and students will be able to return to the familiar Light Hall very soon.

Expectations and policies remain in place. Procedures and systems will be slightly different, but that is explained within this booklet.

Safety for all is paramount throughout this document. The only way we can safely open and be responsible in keeping each other safe, is if everyone plays their part. There are sections within this handbook that clearly indicate what is expected and what would be the outcome if students were unable to comply with those requests. I have absolute confidence that the students will rise to the challenge, but most of all show the care and respect for each other in keeping us all safe.

If you do have any additional questions arising from this document please email the office and we will attempt to respond to your queries.

Please take care and keep safe.

Best wishes



Annette Kimblin  
**Headteacher**

# Arrangements for September

Students will follow, as closely as possible, their normal timetable. They will be in distinct zones (buildings / blocks or part of blocks) within the school. Teachers will move throughout the zones, but children will stay in the zones. They may move classrooms within the zone, but in the main it is the teachers who will move around. Lessons will be delivered by a subject specialist and the groups will follow the timetable that would have been in place if there were no restrictions. There are some compromises regarding the curriculum, these include use of specialist spaces – therefore there may be less practical work and more teacher led lecture style learning.

The school site has been divided into a series of 6 zones, with appropriately socially distanced classrooms for the lessons, staff workspaces, designated toilets for students and staff and a designated outdoor space for students. Arrangements have been made for wet weather. Students do not need to socially distance from each other in their zones, but they do and **must** with other year group zones. **They MUST socially distance from adults, at all times.**

Normal timings of the day will run, with the exception that years 7 and 8 will be dismissed at 2.55pm for the month of September.

## Health and Safety for All

As you will all appreciate, the Health and Safety of all in our community remains our number one priority during these challenging times. We are following all government guidelines as we return to school.

***Please talk through this document with your son / daughter.***

The Government have directed us to implement the following:

- minimising contact with individuals who are unwell by ensuring that pupils or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- cleaning hands more often than usual - pupils and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimising contact and mixing, as far as possible, by keeping pupils in year groups within zones in 6 distinct areas of the school. These groups must remain together at all times, including as best as possible to and from school. The school environment has been altered dramatically (e.g. classroom layouts, movement within the zones, toilet facilities and break time areas).

We have conducted a thorough risk assessment for all students to return (authorised by the governing body).

It is important to reinforce that The Light Hall Code of Conduct still applies in these very different times.

### **Respect and Responsibility**

**"This means that we treat everyone and everything with courtesy, kindness, interest and understanding and that we follow all instructions without question."**

In order for this process to work and achieve the objective of maintaining safety for all, **ALL** parties must engage co-operatively and follow the additional guidelines listed below.

To ensure safety standards are maintained at all times:

### **EXPECATIONS OF STUDENTS**

#### **Students will:**

- **Follow all staff requests immediately and without question** (this is for the safety of all members of the community within school and potentially within their own homes). Students who are unable to comply with any instruction and place others at risk (particularly staff, who are at the greatest risk), will be removed from the lesson, parents / carers will be contacted. Relevant sanctions will be applied (See flow diagram). This could result in fixed term exclusion and / or potential permanent exclusion.

## **Co-operative and responsible behaviour for all is key.**

- Observe the guidelines on social distancing both in school and when travelling to and from school (Students in the same year group – no social distancing is necessary, Social distancing must be 2m when with adults). Follow markings and Government guidance posters displayed in school;
- Follow government guidelines when travelling to and from school students. The school **cannot** accept responsibility for any risk associated with the use of public transport, walking in groups or cycling in groups.
- Not gathering on the way to or from school. Students must, at all times, keep the required distance from others in different year groups – however hard they may find this.
- Follow hand washing guidelines at regular intervals – sanitisation points have been mounted in every classroom and washing facilities (for each specific zone) are available in all areas. Students must use these at the start of each session and throughout the time in school;
- Arrive on time 8.40am (Do not arrive before that time – gates will not be open) - go straight to allocated area on the front field. These will be marked in their zone numbers. Students must not move into other areas. Students must not arrive any earlier and congregate at the front of school, outside the gate. If students do arrive late (this will seriously disrupt the learning of others) they will wait at the front of school by reception (outside). A member of staff will open the door and escort the student to the work area. For students who are late, the normal attendance procedures apply.
- Students must bring the appropriate equipment for all lessons / activities in school (a list is in this handbook) – you are not allowed to share equipment or resources. If you wish to bring hand sanitiser to school you may. If you wish to wear gloves or a mask, you may (you must follow the guidance for the correct wearing of these items). Please be aware of the correct method to wear these items and put them on and off. Students must not share any PPE. School will not provide students with any PPE.
- **If you become ill – or show symptoms of Covid 19 then you will be isolated from the group, parents / carers will be contacted to collect you from school. You will be given further advice**

## **EXPECTATIONS OF PARENTS**

### **Parents / Carers will:**

- Ensure their son / daughter follows the instructions of all Light Hall staff, without question
- Ensure their son / daughter follows the required social distancing guidelines when working with adults (also social distancing when travelling to and from school with students from other year groups).
- Ensure that their son / daughter understands fully what is expected from them to comply with the safety requirements for all
- Ensure that their son / daughter is fully equipped for the lessons they are attending including having writing equipment, packed lunch if required / snacks / refreshments / drinking water. There is a limited packed lunch only food service available in school at second break only.

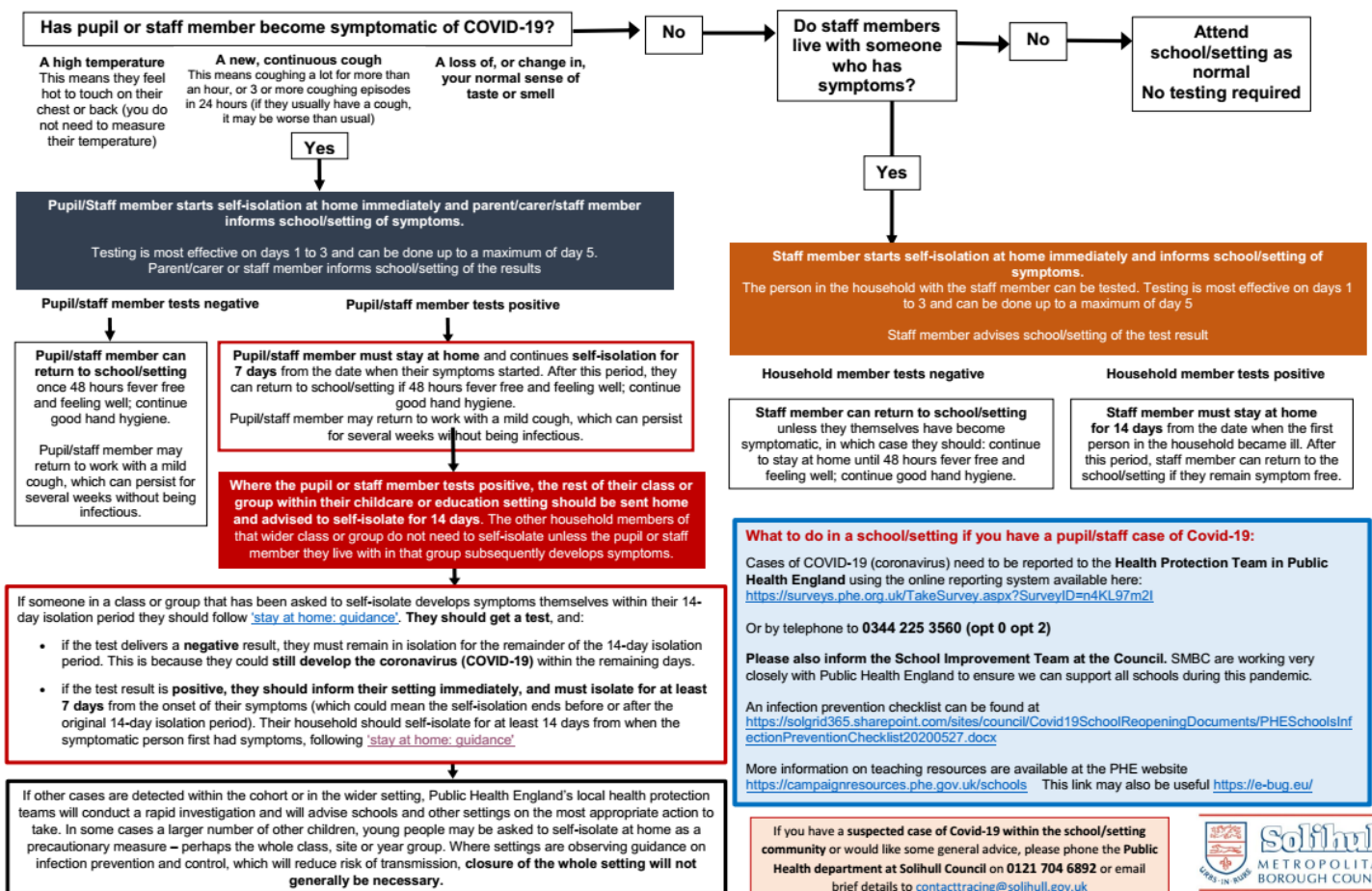
# Health & Safety

- Ensure that their son/daughter returns straight home at the end of the school day and does not linger around school or travel in groups
- Notify the school immediately if their child is unable to attend school via email or telephone, indicating the reasons why to [attendance@lighthall.co.uk](mailto:attendance@lighthall.co.uk);

## Please note:

- Access to the site / building for parents and carers will not be permitted. There are NO Visitors on site. All correspondence should be by telephone or school / staff email
- The **COVID Code of Conduct 2020** is in addition to the current Behaviour for Learning Policy, School Code of Conduct and all other relevant policies
- As you will all appreciate, the Health and Safety of all in our community remains our number one priority during these challenging times. We are following government guidelines.

## TESTING TO SUPPORT EDUCATIONAL SETTINGS – COVID-19





# Organisational Procedures

## School will:

- Ensure all areas used are cleaned, touch points wiped and sanitised throughout the day.
- Have significant staff available to ensure hygiene safety.
- Ensure that there are hand sanitisers in every classroom
- Provide hand washing facilities and sanitisers in all key areas.
- Have a suitable supply of PPE (although not recommended or required in the government guidelines, unless for specific duties).
- Reconfigure all classrooms and work areas to ensure social distancing of 2 metres can be implemented for staff. Reconfigure teaching plans in order that students can remain in distinct year group zones within the school. .
- Provide clear markings (**Keep Left, Keep Moving**) and operate a system to reduce movement around school which will aid social distancing.

## Staff will:

- Observe the school's Covid-19 protocols (agreed Risk Assessment).
- Sign in and out at Main Reception every time they attend school.
- Be required to sanitise their desktop, key board, mouse or telephone after use.
- Be required to adhere to and enforce social distancing and hygiene protocols.
- Reinforce all key messages regarding health and safety to students.

## Students must:

- Observe the guidelines on social distancing when travelling to and from school.
- Observe the schools Covid-19 protocols.
- Be at their designated muster point (Front field zone) no later than 08.40
- Be accompanied and supervised at all times throughout the day.
- Bring the appropriate books and equipment for all lessons / activities in school.
- **MUST BRING A BAG**

## Parents / Carers will:

- Ensure their son / daughter follow the required social distancing guidelines to and from school.
- Ensure their son / daughter are fully equipped for the school day:
  - exercise books / writing equipment
  - school bag
  - drinking water
  - snack / packed lunch
- Notify the school immediately if their child is unable to attend via email or telephone indicating the reasons why.
- Ensure their child observes the guidance on social distancing (for adults and students) at all times when on the school site, co-operates with all staff instructions and requests, and takes the safety of all members of the school community seriously at all times.



# Organisational Procedures

## Movement around school

Please move around school on the left-hand side of any corridors. **Keep moving** at all times (no gathering or loitering). Give staff space (ideally 2m) when passing in the corridor or at break times. Do not leave your allocated zone without being accompanied by a member of staff.

## Visitors

There will be **NO** visitors in school. Meetings will be conducted by telephone or virtually as a preferred method (with appropriate safety measures). Email is the most efficient form of communication. Please also use the website for information / SIMS parent app / twitter.

## Uniform

Students are required to attend in full Light Hall uniform at all times. Information has been sent out to families about purchasing the correct uniform. Any issues should have been addressed to Mrs Kimblin or Heads of House. Uniform list is included in this booklet. When students are timetabled for PE, they are expected to **attend** in Light Hall PE kit. They will not be able to change at school. In the event of inclement weather, the PE department will take students to a classroom. Unfortunately, there will be no after school sports clubs, or any after school extra-curricular clubs until further notice. This will be under constant review. When it is safe to do so, and the school is operating effectively, they will be reintroduced.

## Classrooms

All spaces have been socially distanced with a maximum occupancy of 30 students. Personal Protective Equipment (PPE) is not necessary, but a provision has been made available for staff. Hand sanitiser is provided in every teaching space and students will be told to use it at the start of every session. Windows and classroom doors will be open to provide ventilation. Cleaning contractors will be on duty throughout the day to clean touch points (door handles etc.). Cleaning contractors will also clean classrooms and touch points at the end of each day with an additional 'misting' of classrooms with a 0.1% Chlorine solution at the end of each day.

Once the room has been sanitised at the end of the daily session, it will not be used until the following day.

## Toilets

Each zone will have a dedicated set of toilet spaces. All toilets have been given a maximum occupancy figure, and these are clearly identifiable. If a queue forms, students should observe distancing. There will be staff supervision in these areas. Students must attempt to not use the toilets during lesson times. If there is a desperate need for this to occur then a member of the pastoral staff will be emailed to come and escort the student to the toilet.

## First aid

First aid facilities will be provided by the first aider, Mrs Melvin (plus other qualified staff)

Government guidance on what to do if a student who is showing symptoms of corona virus is as follows:

***If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.***

# Organisational Procedures

***If contact with the child or young person is necessary, then gloves, an apron and a full-face visor must be worn by the supervising adult.***

A Meeting Room will be the designated area where the student can be isolated until they can be collected by parents or carers. Testing for coronavirus will be advised / and or arranged.

## **Fire evacuation**

Fire evacuation procedures remain the same. Students will be escorted onto the front field, through the nearest available exit (**fire evacuation supersedes social distancing**). All attempts to socially distance from other year groups should be made. Students will line up at their House Tutor group fire number marker, in silence and in alphabetical order. There should be a 2m gap between year group zones (marked). Despite the limited space, students must distance themselves from other year groups.

## **Personal health & wellbeing**

Please monitor your child's health and wellbeing. If you feel there is support required please contact the House Pastoral Manager for an initial conversation about what support may be available. Please also look at the Covid Well Being page on the Light Hall website. We are very aware that we will all be likely to find some areas particularly challenging at different times. Anxiety levels will be elevated, we intend to do work with the students during the first week back in September on this aspect of the pandemic. Staff will also have undergone Local Authority training in how to support our students.

## **How will we support those who are anxious about being in school?**

The pastoral team along with the DSLs (Designated Safeguarding Leads) and SEND teams have been in touch with all students, plus those students who are experiencing anxiety and who are deemed at risk. This elevated level of support will continue as we re-open.

## **Transport to and from school**

At the time of publication National Express are unable to confirm their arrangements for September. As soon as we are aware of confirmed arrangements we will share this via email. This is unfortunately out of our control. Parents are encouraged to follow government guidance on travel arrangements. We have received a link from Transport for West Midlands, which if you sign up, gives you access to their updates. [www.tfwm.org.uk/schooltravel](http://www.tfwm.org.uk/schooltravel)

## **Attendance**

Normal attendance policies and procedures will apply. The government has made it very clear that all students are expected to return to school. Light Hall School would very much like to work with families who are anxious about returning. We do expect students in school, but would prefer to communicate and support families. Any concerns should be directed to Mr Danny Hooper, Education Welfare Officer, ([dhooper@lighthall.co.uk](mailto:dhooper@lighthall.co.uk)) in the first instance.

## **Illness**

If your child is ill please email the school. Please do not send your child to school if they show any symptoms of covid 19. Please be available to collect your child if they fall ill during the school day, they will need to be sent home immediately.

## **Covid 19 – Government guidance is as follows:**

### **Prevention:**

# Organisational Procedures

- **minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**
- **clean hands thoroughly more often than usual**
- **ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
- **introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**

**If there is a case of covid 19 within a year group zone PHE (Public Health England) will advise, as per below.**

**Response to any infection:**

- **engage with the NHS Test and Trace process**
- **manage confirmed cases of coronavirus (COVID-19) amongst the school community**
- **contain any outbreak by following local health protection team advice**

**Contain any outbreak by following local health protection team advice**

**If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.**

**In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.**

## **Curriculum**

We have decided to operate our timetable as normally as possible with minimal movement around the school. We feel that it is important that students receive a full, broad and balanced curriculum, as well as getting to know their new teachers as quickly as possible. This will make the eventual transition back to ‘normality’ much easier. Due to the requirements of social distancing between year groups, they will not be mixing and, therefore, taught in discrete blocks. Specialist subjects will be taught in classrooms with the exception of Year 10 and 11. This is to ensure GCSE subjects can be taught normally.

## **Homework**

Students will be set homework in the normal manner, through Show My Homework. This needs to be completed in detail and submitted on time to the relevant member of staff. If a student fails to “turn in homework” on more than two occasions during the week then they will follow the usual SLT detention procedures, which will mean they are detained for 4 nights the following week, 3-4pm. In their respective zones.

# Organisational Procedures

## **Food Service**

At this time, this will not operate in its usual format. The only food available to buy in school will be a cold packed lunch or one hot vegetarian takeaway option. The cashless system will still operate but without biometric data (thumb prints) to avoid touch points. Parents who wish their children to purchase a lunch, in school, should ensure that parentpay has sufficient funds for them to do so. We recommend that in the early part of the term, students bring their own packed lunch, where this is possible. Each zone will have this food provision at second break only.

## **Movement within Zones**

Adults in school will be wearing HIGH VIZ tabards when on duty, but may also be wearing them when they are moving around school. Students MUST take note of this and socially distance (move aside to give the adults space).

A member of SLT and Pastoral team will be assigned to each zone.

To ensure the delivery of a full, broad and balanced curriculum staff will move between the zones.

Students must stay within their zone. They will move to classrooms within their zone and have an allocated space for break and lunchtime and designated toilets for their zone. As normal, we ask that students do not interrupt learning time by asking to go to the toilet, however if a student requests to go to the toilet or needs to leave the room, for any reason, staff will email the office and a member of staff will be despatched to escort them.

## **PPE**

If students wish to wear PPE they are able to. This is not recommended in the government guidance (this could, of course change), although it may be necessary when travelling to and from school. It is imperative that students wear this in the correct manner, particularly when taking it on and off. Incorrect use can lead to an increase in risk rather than a reduction in risk. Clear behaviour expectations must be adhered to.

## **Consideration of High-risk groups.**

We will maintain the highest level of hygiene and health and safety standards for everyone at Light Hall. We do not want anyone to be put at risk as a consequence of them being in school. If there are individual concerns please contact the relevant Progress and Development Leader / Pastoral Manager

## **School Calendar**

Events which normally involve large numbers of adults coming onto site, such as open evening and parents evening are planned to be held virtually in the first half term. This remains under review until we receive further guidance from the government. The autumn term calendar is included in this handbook in Appendix A

Unfortunately, as previously stated, there will be no after school sports clubs, or any after school extra-curricular clubs for September. This will be under constant review. When it is safe to do so, and the school is operating effectively, they will be reintroduced.

## **House system**

Students remain part of the House system and their Progress and Development Leader and Pastoral Manager are still in charge of their pastoral support. Progress and Development Leaders are to move

# Organisational Procedures

around the zones to monitor pastoral support for their houses. If Parents have any initial queries, these should be emailed to the House Tutor. Students will encounter other pastoral staff within their zones, as a pastoral manager has been assigned to a zone for day to day support. Please see below the zoning list

Area of School	Year Group	Pastoral Support (available in the year group zones)	Progress and Development Leader (to operate across zones)
Zone 1	Year 7	Mrs White	Mr Williams Miss O'Brien Miss Johnson Mr Cooney
Zone 2	Year 8	Mrs Cull	
Zone 3	Year 9	Mr Miller	
Zone 4	Year 10	Mr Blunt	
Zone 5	Year 11	Miss Hall	
Zone 6	Support	Miss Yu / Mrs Allen	



## House Tutors 2020-2021

Form	Form Teacher	Notes	Room
<b>ATLANTIS (LOB / JMI)</b>			
7 A JSC	Mrs Scobie	Supported by ALA	107
7 A ABA	Miss Baxter	Supported by ADH	101
8 A HBE	Mrs Begum		104
8 A KDU	Ms Durrant		109
9 A ABE	Miss Behreen		D2
9 A SWA	Mr Wainright	Ex Ms Tongue	D4
10 A NRA	Mrs Razak		C16
10 A NPL	Ms Plante		C13
11 A MRO	Mr Rogers		F6
11 A SHA	Ms Harrison		F5
<b>CHALLENGER (JWL/SCU)</b>			
7 C JWH	Mr Whan	Ex Mrs Picken/ Wilkes	202
7 C IHA	Mr Hackett	Supported by JHO	G02
8 C JCH	Mr Churchill		105
8 C AHA	Ms Haroon		100
9 C SRE	Mrs Read		C8
9 C HLA	Mrs Latham		D1
10 C AHU	Miss Hughes	Ex Mrs Sharpe	C14
10 C JHA	Miss Hancock	Supported by KMR	C11
11 C BPO	Ms Pollock		F4
11 C GGA	Mr Gara		E5

Form	Form Teacher	Notes	Room
<b>DISCOVERY (ACO / LHA) JCB</b>			
7 D SMC	Miss McCann		G01
7 D JOG	Mr Ogier		102
8 D LKI	Ms King	Ex Miss Read	110
8 D LWA	Mrs Watkins		G03
9 D MSA	Miss Savva		C18
9 D MMU	Miss Munn		C3
10 D DBU	Mrs Burnham		C5
10 D HSN	Mrs Snell	Supported by LTA	C4
11 D JBA	Mr Bate		F2
11 D EGA	Ms Garcia		F3
<b>ENDEAVOUR (JJO / JBL) UHU</b>			
7 E BRO	Miss Ross		201
7 E MMA	Mr Marsh		108
8 E CNI	Mr Nicholls		G05
8 E JBR	Mr Bridgewater		G04
9 E EYO	Miss Yorke		D3
9 E ALW	Mrs Lawrence	Ex Miss Brown	C9
10 E JHU	Mrs Hughes		C12
10E AMK	Miss Kay		C6
11 E RRA	Mr Ramkhelawon		F1
11 E MDU	Mr Duffy	Supported by AAT	E6

## Behaviour

The Behaviour for learning policy still remains and will be followed. If students receive detentions then they will be sanctioned centrally within their zones. These will be administered by the Heads of House and the Pastoral Managers. They will remain with the pastoral team / staff until the end of the sanction, then escorted from the school site. Detentions will not occur on Tuesdays (meetings night).

If a student disrupts learning then they will be removed from the lesson and placed in isolation. They will be sanctioned for their poor behaviour. There is no time waste and the disrupting of learning for others will not be tolerated.

Students who are unable to keep other members of the school community safe, unable to follow the Covid code of conduct or conduct themselves in a manner which goes against the behaviour for learning policy, will find that serious sanctions are imposed.

These could be internal exclusion, fixed term exclusion or permanent exclusion.

**The Governors of Light Hall School and the government (DfE) are very clear in their guidance. A student that compromises the safety of any other member of the school community faces the most serious sanction.**

## Behaviour Sanction Flow Chart

**Light Hall Behaviour Policy remains fully in place.** If a student compromises the safety of any of the school community and fails to adhere to the Covid code of conduct, please be aware of the process below

Student persistently fails to follow teacher instruction / fails to comply with the Covid code of conduct

- Student is removed to a Zone refocus room with a member of staff. Expectations are reinforced. They may return to their learning after showing understanding of the situation.

There is a serious breach of the covid code of conduct

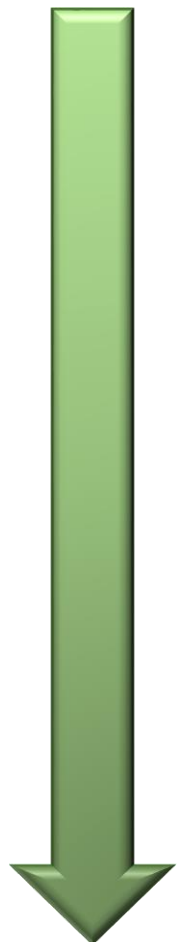
- Student removed to the refocus zone. Student remains until the end of the school day. Parents / carers informed. Expectations reinforced. Student detained (in their zone 3-4pm the following day). If the behaviour is repeated there is a further sanction.

Continued serious breaches of the covid code of conduct

- Student is excluded for a Fixed term. Parental meeting (reintegration via telephone)

Student has been excluded and continues to put other members of the school community at risk

- **Potential permanent exclusion due to safety concerns**



# Equipment

## Equipment List

- **Full school uniform** (see below)
- A large school **bag** – students will be bringing their own exercise books to and from school each day – no book will be kept by staff in classrooms
- Student must bring **pens / pencils / ruler** (suggest the multi coloured pens, interchangeable biros)
- Correct **PE kit** – when required  
Students must wear Light Hall PE kit  
Students are permitted to wear a black track suit over the top (no hoodies / no leggings)  
Blazers must also be worn over the top
- Personal supply of individual hand sanitiser permitted (school will provide wall mounted sanitiser dispensers)
- Packet of tissues
- There will be **NO** access to lockers (we are not able to move students between zones)



## Uniform List

### UNIFORM POLICY



# Uniform Policy

THE BEST FROM EVERYONE, ALL OF THE TIME

SEPTEMBER 20- JULY 21

Our uniform bears our logo, which represents our core values. Our uniform should be worn with pride. Students are expected to adhere to the uniform rules and present themselves smartly every day as they would in the world of work.

### SHOES

We do appreciate that shoes can be an expensive item for parents to buy and we are therefore keen to ensure the correct version is purchased. Your child may tell you differently. Trainer type shoes are not permitted, nor are canvas pumps, trainers or mules. There should be no added "bling" in the form of glittery stones and studs. Shoes should be flat or with a minimal heel, sensible plain style. Black, clean and polished.

Below are examples of shoes the school deems unacceptable.



### JEWELLERY & PIERCINGS

A watch for telling the time and one small plain metal stud in each pierced ear lobe are permitted. These must be removed for safety reasons during PE lessons.

No large earrings, glass studs or stretchers.

Only one plain stud per ear lobe is permitted for pupils with pierced ears. No other body piercings are allowed, or piercings covered with plasters.

If your child is going to have their ears pierced please ensure this takes place at the beginning of the six week holiday so that pupils are able to remove earrings if requested without still undergoing the "settling in" period.

### MAKE-UP, NAIL VARNISH & FALSE EYE LASHES

Make-up is inappropriate with school uniform and should not be worn.

No nail varnish or false nails to be worn.

False eyes lashes are unacceptable due to Health & Safety concerns.

### HAIRCUTS & ACCESSORIES

Conventional hairstyle/colour. No coloured hair/stripes shaved in. Hair not be shorter than a 'No. 2'. cut. Hair accessories must be functional, small and black.



### LIGHT HALL UNIFORM (BOYS & GIRLS)

- Black Blazer with Badge
- Black Trousers (conventional width – no tight fitting trousers)
- Black Pleated School Skirt (supplied by either Early Years, Clive Mark or Concept school wear) with pre-embroidered tree on the hemline. The hemline must be on the knee
- Black Straight Skirt supplied by either Early Years, Clive Mark or Concept school wear) with pre-embroidered tree on the hemline or alternatively a black straight skirt can be purchased from a high street store and a badge purchased from school to be sewn onto the hemline (front left). This hemline must be on the knee. The skirt fabric must not be stretch, tube, knitted, leather or faux leather
- Black Socks/Tights. We recommend that tights are worn with skirts.
- White Collared Shirt
- School House Tie – Clip-on
- Black formal shoes (no pumps or trainer style)
- Plain black V neck sweater (to ensure that tie can be seen). No hoodies, sweatshirts or logos.
- Appropriate outdoor coat (no denim, no logos, no hoodies, no sportswear, no leather)
- Headscarves to be plain black only

### SPORTSWEAR (BOYS & GIRLS)

- Light Hall Polo Shirt with Light Hall Badge
- Black Shorts with Light Hall Badge or Light Hall Skort
- Universal Sports Top with Light Hall Badge
- Shin Pads
- Black Football Socks
- Trainers
- Gum Shield (advisable for hockey and rugby)
- Football Boots (required for football or rugby)

### OPTIONAL

School Base Layer – black

School Track Suit bottoms (from approved supplier with logo)

***All students uniform should be clearly named.***

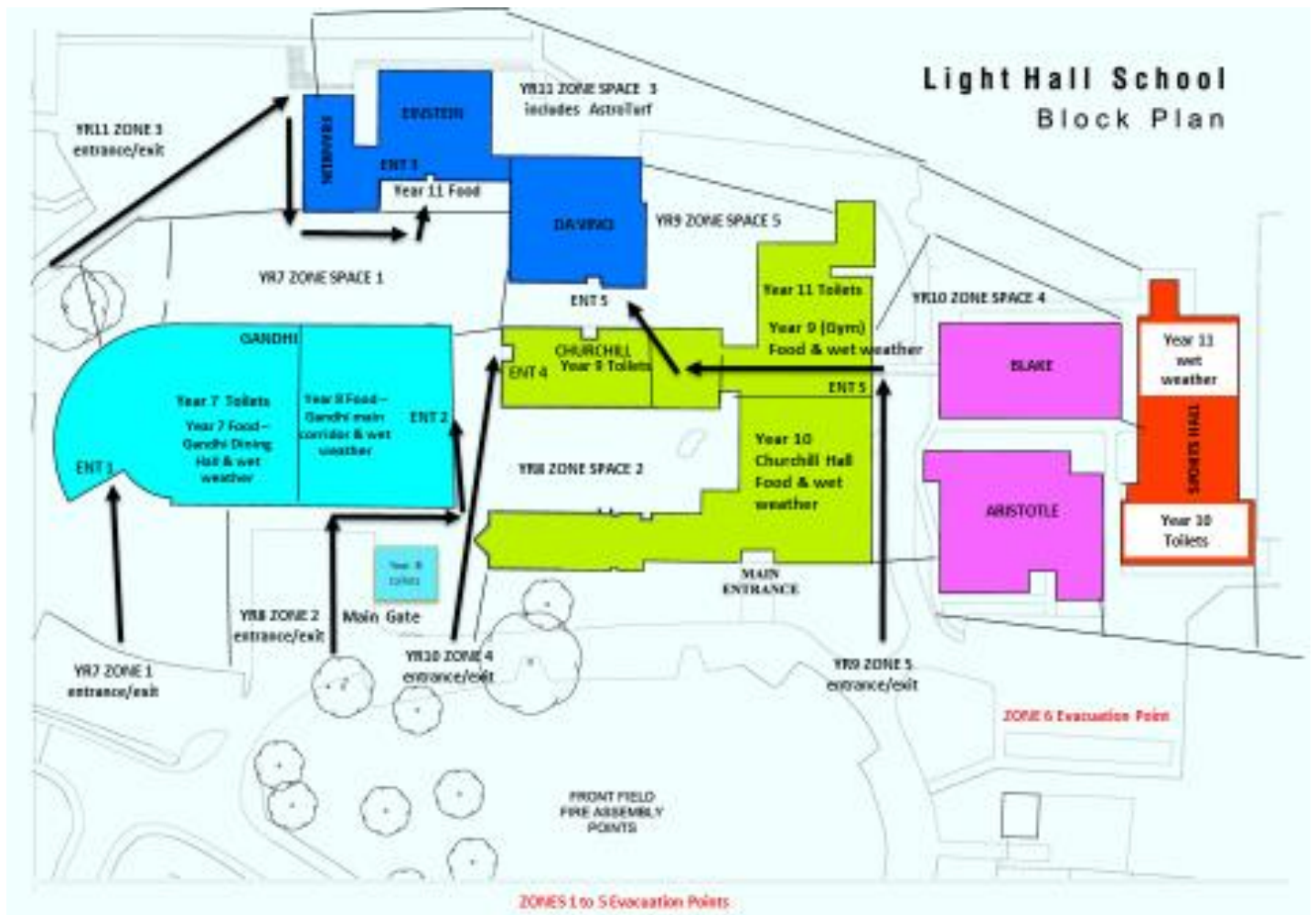
***All students should have an appropriate school bag, suitable to carry a day's books and their pencil case.***

# School Zones

## School Zones

ZONE 1 - GANDHI 1 YEAR 7		ZONE 2 - GANDHI 2 YEAR 8		ZONE 3 - EINSTEIN / FRANKLIN / GANDHI / ARISTOTLE / BLAKE YEAR 11	
Entry & Exit Point	1	Entry & Exit Point	2	Entry & Exit Point	3
Stairwell	A	Stairwell	B	Stairwell	
Outside Space	ZONE SPACE 1	Outside Space	ZONE SPACE 2	Outside Space	ZONE SPACE 3
Student toilets	GANDHI - boys & girls	Student toilets	TEMPORARY TOILET BLOCK	Student toilets	GYM - boys & girls
Wet space	GANDHI - Main Hall	Wet space	GANDHI - LIBRARY - G.05	Wet space	Sports Hall
Dining Area	GANDHI - Main Servery	Dining Area	GANDHI - Corridor Servery	Dining Area	EINSTEIN - POD
Teaching Space x 11	203	Teaching Spaces x 11	100	Teaching Spaces x 19	F1
	202		110		F2
	201		109		F3
	G.02		103		F4
	G.01		104		F5
	1.06		105		F6
	1.07		G05		E2
	1.08		G04		E3
	1.01		G03		E4
	1.02		204		E5
	MR2		205		E6
	PREFECT LOUNGE - REMOVE ROOM		PREFECT LOUNGE - REMOVE ROOM		E7
					E8
		MR1			
		DRAMA STUDIO			
		A1/A2			
		A4/A3			
		A5/A6			
		B1			
		STAFF HUB - JAS			
Support Space	STAFF HUB - JAS	Support Space	STAFF HUB - JAS	Support Space	STAFF HUB - JAS
staff toilets	Accessible GF Staff Mens Staff Ladies	staff toilets	Accessible FF & SF Staff Mens Staff Ladies	staff toilets	Staff Mens Staff Ladies
Student Capacity	250	Student Capacity	250	Student Capacity	250
Evacuation Points Number	TBC	Evacuation Points Number	TBC	Evacuation Points Number	TBC
ZONE 4 - CHURCHILL YEAR 10		ZONE 5 - CHURCHILL / DA VINCI YEAR 9		SEND	
Entry & Exit Point	4	Entry & Exit Point	5	Entry & Exit Point	existing point
Stairwell	A	Stairwell	B	Stairwell	
Outside Space	ZONE SPACE 4	Outside Space	ZONE SPACE 5	Outside Space	existing point
Student toilets	SPORTS HALL	Student toilets	CHURCHILL - boys & girls	Student toilets	existing point
Wet space	CHURCHILL HALL	Wet space	GYM	Wet space	existing point
Dining Area	CHURCHILL HALL	Dining Area	GYM	Dining Area	existing point
Teaching Space x 11	C2	Teaching Space x 12	C3	Teaching Space x 1	A5
	C4		C7		
	C5		C8		
	C6		C9		
	C11		C10		
	C12		C17		
	C13		C18		
	C14		D1		
	C16		D2		
	Ghandi Hall		D3		
	C15 REMOVE ROOM		D4		
			REFOCUS 2 - REMOVE ROOM		
	Support Space		STAFF HUB - JAS		Support Space
staff toilets	Staff Mens Staff Ladies	staff toilets	Staff Unisex Staff Mens Staff Ladies	staff toilets	Staff Unisex
Student Capacity	250	Student Capacity	250	Student Capacity	25
Evacuation Points Number	TBC	Evacuation Points Number	TBC	Evacuation Points	A B C

# School Zones





**Zone 1 Entrance (Year 7)**



**Zone 2 Entrance (Year 8)**





**Zone 3 Entrance (Year 11)**



**Zone 4 Entrance (Year 10)**



**Zone 5 Entrance (Year 9)**



# Additional Information

## Additional information available on

<https://www.lighthall.co.uk/covid19-well-being-for-all/>

## Government guidance for re-opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Useful links and websites for support



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<b>Establish the facts</b>				
The first step is to speak to your school to establish the facts. The more you understand about your school's plans and what differences there are at school, the easier it will be to talk about this with your child, and it will answer some of your and your child's worries or questions.				
<b>Wellbeing and Homelife</b> managing (and preparing for exiting) 'lock-down'				
SLEEP suffers during periods of stress and disruption. This resource from <a href="#">Public Health England</a> will support you in talking to pupils about good sleep hygiene and its importance. <a href="#">CBBC</a> has a useful webpage on sleep for younger children.		The <a href="#">Anna Freud Centre</a> have lots of useful COVID-19 resources aimed at supporting professionals, children and families  <a href="#">Advice for keyworker parents – helping your child adapt (PDF)</a>		
Solihull parenting team find more info: <a href="http://www.solgrid.org.uk/fivetothrive/parenting">www.solgrid.org.uk/fivetothrive/parenting</a> contactable by email on <a href="mailto:bsmhft.parenting@nhs.net">bsmhft.parenting@nhs.net</a> Solihull families can access <a href="#">FREE online Parenting courses</a> (use the discount code: APPLEJACKS)		Range of resources and newsletters for parents at <a href="#">SISS Team Pages</a>  <a href="#">Workbook and social stories to support transition following COVID-19 for children with autism</a>		
<b>Transition Guidance</b>				
The British Psychological Society have published guidance on <a href="#">'Back to School'</a> Solihull Community Educational Psychology have created <a href="#">Transition Handbooks</a> for parents and schools				
<b>Further support is available</b>				
<a href="#">Transition and Recovery action plan meetings are now available for all schools in Solihull</a> from Solihull Community and Educational Psychology Service. To access this support schools should contact <a href="mailto:edpsych@solihull.gov.uk">edpsych@solihull.gov.uk</a> School Nursing- Chat Health confidential texting service 11-19 year olds 07520 615 730. <a href="http://www.healthforteens.co.uk">www.healthforteens.co.uk</a> (secondary school age) <a href="http://www.healthforkids.co.uk">www.healthforkids.co.uk</a> (primary school aged)				
If the advice and guidance above has not been enough please reach out and contact:				
<b>For Parents/Carers:</b> Solihull Community Educational Psychology Service have a help line, call 0121 7791734		<b>For Children/Young People:</b> Children and Young People can access free online counselling and support from <a href="#">Kooth</a>		

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# Additional Information



If after following the previous page, you need specialist help, please find these below:

Physical Health	SEND / Additional Needs	Behaviour Management	Emotional Wellbeing and Mental Health	School Avoidance	Loss & bereavement	Safeguarding Children
<p><a href="#">Going back to school video</a> includes social distancing, washing hands and how school might be different.</p> <p>Watch Solihull School nurses <a href="#">hand washing video</a></p>	<p>Support from <a href="#">Solihull's 0-25 SEND Early Years Support and Assessment Team (EYSAT)</a> has been extended. Parental support is also available from EYSAT staff for children referred to the team.</p> <p><a href="#">Transition support from SISS</a> will be personalised to the child, family and school</p> <p><a href="#">Watch Cov19 advice for schools – provided by the Communication &amp; Autism Team</a></p> <p>Ongoing support is available from the <a href="#">SISS Autism Team</a></p> <p><a href="#">Autism West Midlands</a> offer continued support including helpline and webinars</p> <p>Educational Psychology support to settings is available from CEPS as part of their traded offer: <a href="mailto:edpsych@solihull.gov.uk">edpsych@solihull.gov.uk</a></p>	<p><a href="#">Solihull's High Need Social Emotional Mental Health (SEMH) Team</a> continue to support at this time and will offer personalised support for transition back into school for those with a current High Needs Plan</p> <p>Solihull Community Educational Psychology have created <a href="#">Transition Handbooks</a> for parents and schools</p> <p>Educational Psychology support to settings is available from CEPS as part of their traded offer: <a href="mailto:edpsych@solihull.gov.uk">edpsych@solihull.gov.uk</a></p>	<p><a href="#">Solihull Specialist Inclusion Support Service (SISS)</a> are offering: training packages on return after lockdown and personalised transition support for those on caseload</p> <p><a href="#">Solar</a> Solihull's Emotional Wellbeing and Mental Health Service for children and young people 0-19 is available if there are immediate or ongoing emotional wellbeing and mental health needs that persist after accessing other support available in this guide</p>	<p>Solar and Educational Psychology Guidance to <a href="#">Promote Attendance and Psychological Wellbeing</a></p> <p>Children with an Education and Health Care Plan (EHCP) under <a href="#">Statutory Assessment and Review Team (StART)</a> will get continued support including for return or transition</p> <p><a href="#">The Autism Intense Monitoring Team (AIM)</a> can support transition/return for pupils with a diagnosis of autism</p>	<p>Call 0121 687 8010, <a href="#">bereavement help is available</a></p> <p><a href="#">Advice on supporting grieving children during the outbreak</a></p> <p><a href="#">Information, advice and guidance on supporting bereaved children and young people during the coronavirus outbreak.</a></p> <p><a href="#">Free bereavement training course for school staff</a></p> <p>Support and advice <a href="#">including how to say goodbye when attending a funeral is not possible.</a></p>	<p><a href="#">Solihull Local Safeguarding Children Partnership</a> has a specific Covid section, and all the up to date information on ensuring children are safeguarded at this time</p> <p>Click for specialist support if you worry children have been at increased risk of witnessing <a href="#">Domestic Violence</a>, or at increased risk of <a href="#">Sexual Exploitation</a></p> <p>Guidance on <a href="#">working with Child Neglect</a> during Covid19</p>
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## Risk Assessment Document:

The whole risk assessment can be found on our website <https://www.lighthall.co.uk/covid19-updates/>

# Appendix A – School Calendar (Autumn 1 only)

<b>September 2020</b>						<b>School Calendar r Wk</b>
<b>WK</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	
		<b>1</b> Term starts <b>INSET DAY for staff</b>	<b>2</b> Term begins for Year 7 from 08.40 am <b>House Parents' Information evening (All houses) (V)</b>	<b>3</b> Term begins for years 8 – 11	<b>4</b>	<b>1</b>
<b>1</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> <b>Year 11 Parents Information Evening (V)</b>	<b>11</b>	<b>2</b>
<b>Year 11 Assessment Week 7<sup>th</sup> – 10<sup>th</sup> September</b>						
<b>2</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <b>Open Evening (V)</b>	<b>18</b>	<b>3</b>
<b>1</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>Macmillan Bake Sale</b>	<b>4</b>
<b>2</b>	<b>28</b>	<b>29</b>	<b>30</b>			<b>5</b>

# Appendix A – School Calendar (Autumn 1 only)

<b>October 2020</b>						<b>School Calendar Wk</b>
<b>W K</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	
<b>2</b>				<b>1</b>	<b>2</b> Year 11 assessment and BFL grades to parents	<b>5</b>
<b>1</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>6</b>
	<b>Year 7 Assessment Week</b>					
<b>2</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Year 7 PSHE day	<b>16</b> Year 8 PSHE day	<b>7</b>
<b>House Sporting Events (19-23<sup>rd</sup> October)</b>						
<b>1</b>	<b>19</b> Year 10 PSHE day	<b>20</b>	<b>21</b> Year 9 PSHE day	<b>22</b>	<b>23</b> Year 11 PSHE day Year 7 Assessment and BFL grades to Parents	<b>8</b>
	<b>26</b>	<b>27</b>	<b>28</b> <b>HALF TERM</b>	<b>29</b>	<b>30</b>	