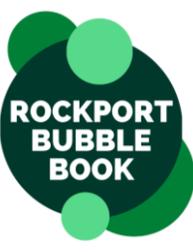




# ROCKPORT BUBBLE BOOK

A GUIDE FOR PARENTS & GUARDIANS

VERSION 2 - 26TH AUGUST 2020



# Welcome

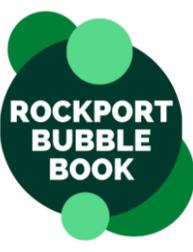
This 'Bubble Book' has been written by the Senior Steering Team at Rockport School in response to new government guidelines for the reopening and new operational procedures for schools in September 2020 in response to the current Covid-19 climate.

This handbook aims to outline the reopening procedures and practices for staff, students, and families of Rockport School.

This is based on the government advice issued in a letter to all Headteachers and Principals by Northern Ireland Education Minister, Peter Weir, on 6<sup>th</sup> August 2020 (read [here](#)). This is also based on the subsequent full guidance issued to schools on 13<sup>th</sup> August 2020 (read [here](#)).

**Please remember, if any member of staff or student is displaying any symptoms of Covid-19 then he or she should not attend Rockport School and should make office staff aware immediately by phone or email.**

Every member of staff and student is required to always have a face covering in their possession. All students will be provided with a Rockport face covering. If this is not available, a suitable alternative can be used.

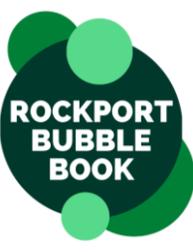


# Version Amendments

This page summarises amendments made after each version release. This should be used as a quick reference guide only and readers should ensure they read the full changes.

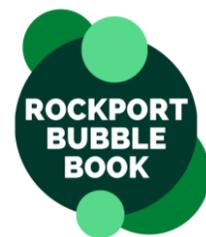
## Version 2

- 1) In response to the guidance issued by the Education Minister on 25<sup>th</sup> August 2020 (read [here](#)), face coverings should be used by all secondary-aged pupils (R8-R14) and staff when moving around inside the building. See full guidance on Page 6: point 4, Page 11: paragraph 1 and Page 29: paragraph 6.



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# Student Bubbles

At Rockport, we will be operating a 'Key Stage bubble' system where each bubble will only have minimal contact with students outside their own bubble, as far as possible, minimising any risk of transmission.

Where possible, students will largely be kept in their year group bubble during form time and lessons. Students will be kept in their 'Key Stage bubble' during Games, break & lunch and during Prep (see below for more information).

Key Stage Bubble	Year Groups
Preschool & Early Years	Playgroup, Reception and R1 – R4
KS2 (Upper Juniors)	R5 - R7
KS3	R8 – R10
KS4 & KS5	R11 – R14

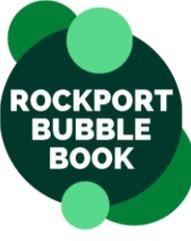
## Bubble Expectations

- Students should, as far as possible, always remain in their bubble and should not mix with students in any other bubble.
- As per the government guidance, students will spread out whilst in school to maintain a 1m distance between each other, where possible. Where 1m is not possible, the adult will endeavour to remain 1m apart from students. In this situation, face coverings will be worn.
- In the Preschool & Early Years bubble this may not always be possible given the age and understanding of our younger students, but strict hygiene standards will be observed by staff. Again, staff may choose to wear Personal Protective Equipment (PPE).
- Despite being in the same bubble, students should still limit contact where possible, therefore no equipment or materials should be shared.
- If a student tests positive for Covid-19 then Rockport School will follow the latest government guidance regarding tracking, testing and bubble restrictions.
- Students should leave materials (e.g. workbooks, pencil cases etc) in school rather than moving items between home and school, where possible.



## Staff

- 1) Staff are expected to follow the latest government guidance on social distancing and strict hygiene procedures. At the time of writing, this is a minimum of 1m distance between colleagues.
- 2) It is expected that all staff will also have the 'StopCOVIDNI' app installed with their Bluetooth switched on, where possible.
- 3) There is no requirement for staff to wear Personal Protective Equipment (PPE) unless the 1m distance cannot be maintained or they are handling cross contaminated items. However, any member of staff can use PPE if they wish and this can be provided by Rockport.
- 4) Staff must wear a face covering when indoors but not in classrooms e.g. in all areas of the main building, stairways, corridors and foyers.
- 5) Although there will be an increased level of cleaning, particularly of high traffic areas, staff are responsible for ensuring their own workspace is cleaned prior to and after use. Cleaning materials will be provided for the use of staff in each classroom. Staff should also remove all unnecessary items in their classrooms to reduce the amount of cleaning required. Any items which can be disposed of should be removed as soon as possible, ideally before students return.
- 6) If a staff member, or a member of their household, tests positive for Covid-19 he or she should contact his or her line manager and Rhonda Palmer as soon as possible. He or she must follow the latest government guidance on isolation.
- 7) If any member of staff feels ill or experiences symptoms of Covid-19 whilst at work, he or she should contact Rhonda Palmer or Christine Hamill by phone and await instruction.



## Arriving at Rockport

If students arrive to school by public transport, they should follow government guidance on face coverings and social distancing.

If students are being dropped off by car the parents and/or guardians should remain in the car where possible. For students in our Preschool & Early Years bubble, staff will be on hand to collect students outside the Jackson Building. Parents/guardians should not enter the building unless absolutely necessary.

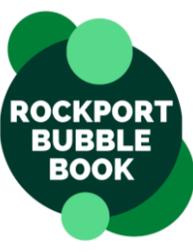
At the beginning of term, four 'entry points' will be set up. Each entry point will be used by a designated bubble. The locations of these entry points can be found on page 8. Upon arrival, students should proceed immediately to their 'entry point' where they will be asked to sanitise their hands, have their temperature checked using a contact-free thermometer and recorded. This duty will be managed by Senior Staff and non-Form teachers. This will be available from 8:20am to 8:45am. If a student has a high temperature they will be looked after outside until a suitable adult can collect them to isolate and arrange a Covid-19 test. If students arrive prior to 8:20am they should wait near their entry point until it opens, whilst maintaining strict social distancing. Where possible, we ask that students do not arrive before 8:20am.

Breakfast club for our Preschool & Early Years students will not operate in the Dining Hall until further notice however supervision is still available from 8am. Parents and guardians should bring students to the entry point outside the Jackson Hall instead of the Dining Hall.

Once students have 'entered' the school they should proceed to the directed sinks and wash their hands using soap. As per the guidance, students should regularly sanitise and wash their hands.

Members of staff are responsible for monitoring their own temperature and having this checked each day. If a member of staff has a high temperature they must self-isolate immediately and arrange for a Covid-19 test.

For late arrivals, students must ring the doorbell outside the front of school and a member of staff will come out to take their temperature and register them.



After having their temperature taken, students should proceed directly to their form room via the designated route. It is imperative that students do not congregate in areas other than their own form room as students from other bubbles may be nearby or walking through communal areas.

Uniform is required to be washed daily. Therefore, in the interim, no blazers are to be worn but if required students can wear the Rockport hooded fleece. No non-regulation clothing is to be worn, in line with the uniform requirements.

As previously stated, all students are required to carry a face covering at all times. This will be checked at the entry point as well. If students do not have their face covering then one will be provided at a cost.

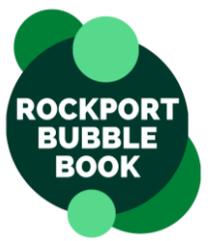
Students will be allowed to keep their mobile phone during the school day however this must be switched off and not to be used at any point during the school day. These will not be required for any learning purposes except potentially during prep. If a mobile phone is confiscated from a student then a parent will be required to collect the mobile phone from Mrs Rhonda Palmer.

We would like the students to have the 'StopCOVIDNI' app installed on their phones inline with the Northern Ireland Track & Trace guidance, for when the student's mobile is switched on.

# Entry Point Map



Key Stage Bubble	Year Groups
Preschool & Early Years	Playgroup, Nursey and R1 – R4
KS2 (Upper Juniors)	R5 - R7
KS3	R8 – R10
KS4 & KS5	R11 – R14



## Lessons

Where possible, students will attend all lessons and the curriculum will not be narrowed as a result of Covid-19, however extra precautions will be put in place. The daily timings, as far as possible, will remain unchanged.

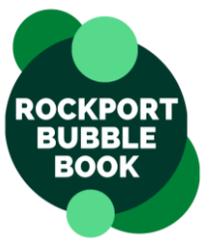
Early years and preschool classes will remain in their own classrooms, where all lessons will be delivered, thus reducing movement around the school. Classrooms and resources will be thoroughly cleaned each evening. Difficult to clean toys will be removed (e.g. Lego or soft toys).

Early Years teachers will continue to use Google Classroom to upload homework worksheets and where possible, pupils should submit homework for marking via Google Classroom, thus reducing the need for material to be transported from home to school and vice versa. Where possible, school bags and pencil cases should be kept in school but where some material will be required to go home, (e.g. reading books), parents are asked to ensure that hands are sanitised prior to and after use each evening. Once reading books are returned to the classroom, they should be set aside for 72 hours before being added back into the class library.

Students in the other bubbles will continue to move between lessons however they must follow a one-way system around the school (see the map on page 12). In some buildings, this includes a dedicated entrance and exit point (e.g. Centenary Building, Main School and Jackson Building)

It is imperative that all students are released on the bell, to ensure that students from other bubbles do not make contact whilst walking around the school. Students should use this opportunity to clean their hands using the sanitation stations or exterior sinks situated around the school.

During lesson changeover, teaching staff will be provided with materials for cleaning the desks, chairs and door handles in their room prior to their next class arriving. This is particularly important if the students arriving are from a different bubble. If students are within the same bubble the level of cleaning required is reduced. If a teacher has also changed room (e.g. using the IT suite) they must also clean their teaching area before and after use. With the one way system in place it is anticipated that students may take longer moving between lessons.

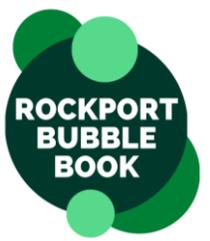


Additionally, during lesson changeover, staff and students in R8-R14 should wear face coverings (unless medically exempt) when moving indoors in the following areas:

- Main school building (all areas including changing rooms, office area, pupil entrance, housemother parents and bathrooms).
- Centenary Building and mezzanine area
- Foyer leading into Dining Hall (students will remove face coverings when they enter the Dining Hall to eat)

To reduce touch points, staff will:

- Only give out worksheets or 'packs' after 72 hours since printing to minimise the risk of transmission.
- Not take student work home and return it back into school. Likewise, students should not take any work home and bring it back into school to be 'handed in'. Any work completed within school can be submitted back to the teacher however this should be left for 72 hours before being handled and hands should be sanitised before and after marking. Work can be sent home physically and submitted digitally.
- Where possible, not complete any 'elbow teaching' (where teachers provide close 1-1 support over the shoulder or at the elbow of the student). Where this is required, face coverings should be worn by staff and students.
- Ensure all students remain seated, do not move around the room unnecessarily and that students do not use equipment other than their own, where possible. This will not be possible in practical subjects such as Home Economics and Digital Technology but extra precautions will take place (see Subject Specific Guidance on page 23).
- Ensure any reading books are isolated for 72 hours before being given out to a new student or encourage students to have their own supply of reading books from home that are not shared.
- Only allow students to use the bathrooms during lessons in an emergency. This is to ensure students do not mix bubbles or use bathrooms during cleaning.
- Try to reduce contact by telephone, as this means staff have to enter other offices and classrooms, and use emails instead. All parents and guardians should email if they wish to make contact rather than telephone or have a face-to-face meeting, where possible.



- Arrange their classrooms so, where possible, students are facing forward as this has been shown to reduce the risk of transmission, as opposed to facing other students.
- Open windows in their classroom to maximise ventilation in classrooms, where possible. Staff, however, should not have fire doors propped open.

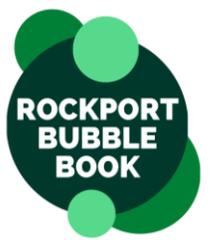
Where certain classrooms cannot accommodate large groups, other large spaces will be made available for teaching (e.g. Tucker Hall and Centenary Studio). These spaces will have a laptop, projector, screen and speakers but will not have an interactive whiteboard. Staff should have all resources stored on the cloud or on a USB device to quickly retrieve their required resources.

Where non-teaching staff support SEN or vulnerable pupils, consistently remaining with an individual pupil or a class, these adults should be viewed as part of the protective bubble and social distancing may be relaxed. Both students and teachers may wish to wear appropriate PPE if social distance cannot be maintained.

Google Classroom will continue to be used as means for students to submit work and teachers to provide feedback. Students may be required to photograph or scan their work from the lesson or complete homework based on the lesson (either digitally or completed on paper then submitted digitally).

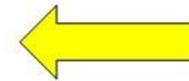
If a student is unable to attend school as they are isolating, then the lesson will be live on Google Meet (similarly to how teaching ensued during lockdown) and/or the resources will be uploaded onto Google Classroom. Webcams and/or microphones will be provided to staff to use in this instance. However, if the teacher is live whilst teaching face-to-face with students as well, they will be unable to have two-way communication with those on Google Meet. Those students at home however may contact the teacher via email after the lesson to ask any queries they may still have. All powerpoints, web links and other digital resources will be posted on Google Classroom if required. If all students are in attendance then work is not required to be uploaded digitally unless deemed useful by the member of staff.

Screens (Perspex or similar) will be installed at teacher areas where the distance between the teacher and students cannot be kept at least 1m distance. Screens may be also installed as a result of individual staff risk assessments.



# School Maps

## One-way system



One way system  
for all students

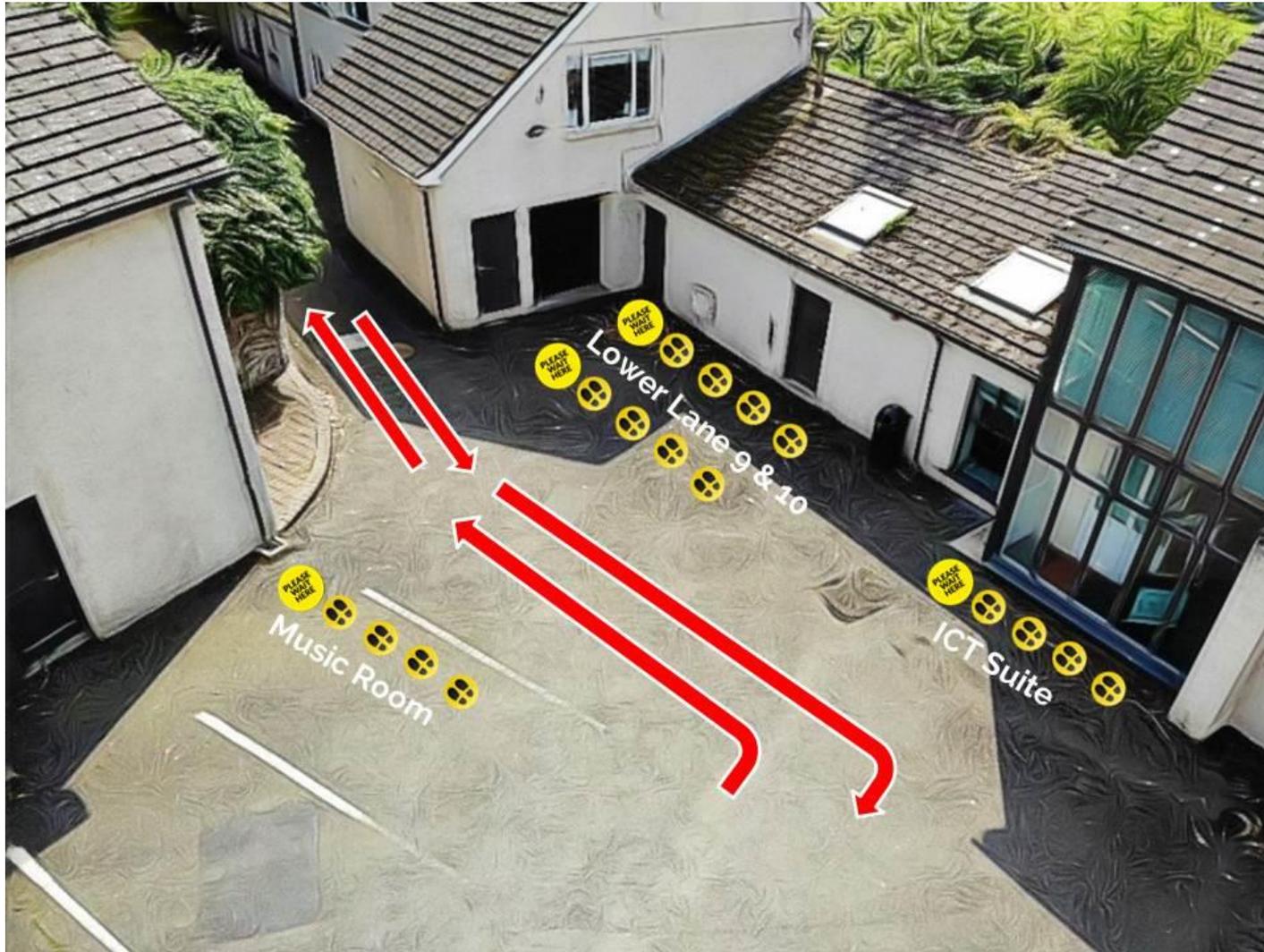


Access for KS2  
(Upper Juniors)  
bubble only

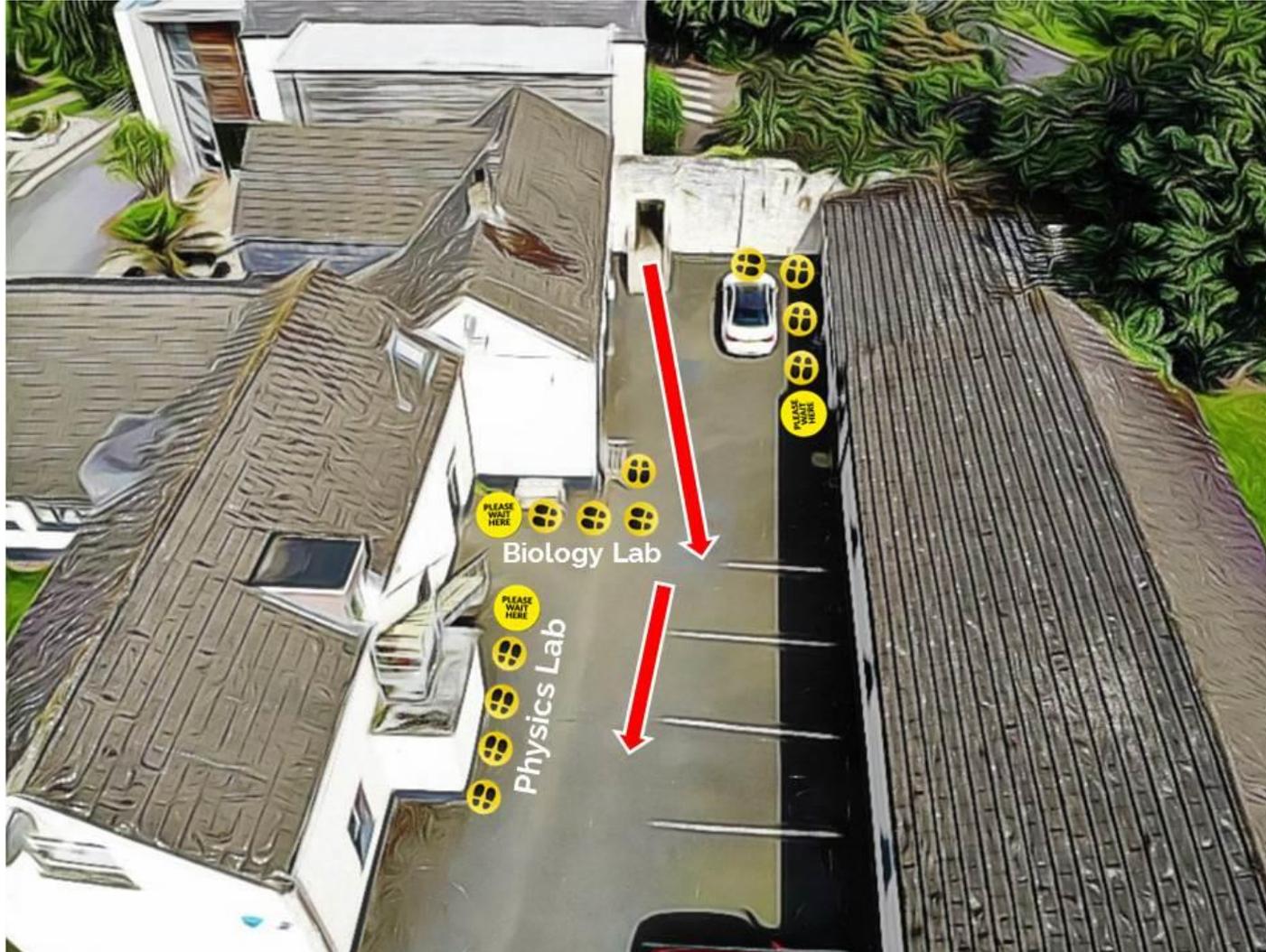
## Queuing at Lower Lane



## Queuing at ICT Suite & Music Room



## Queuing at Science Labs







## Break Time

At morning break time for year groups R5 – R14 snacks will be provided in three areas. Pre-school & Early Years will have their snack delivered to the classrooms as normal. Each area will be designated for a different bubble to use. These students must remain in these designated areas to minimise the risk of transmission.

Below shows the different areas where students are allocated for both dry and wet weather provision. Students are not to use any other area other than those indicated.

It is extremely important that, in the event of wet weather, students do not use unauthorised areas or buildings e.g. Centenary, Hub or School Basement as these areas are not safe for students to congregate in. Students should also not enter any classrooms or other indoor areas without the presence of a member of staff as these spaces may have already been cleaned for subsequent lessons.

Key Stage Bubble	Dry Weather Area	Wet Weather Area
Pre-school & Early Years	Front Lawn & All weather pitch	Jackson Hall
KS2 (Upper Juniors)	Upper Junior Area	Form rooms
KS3	Rugby Pitch	Tucker Hall (R9 & R10) & Centenary Studio (R8)
KS4 & KS5	Outside of Sixth Form Centre	Sports Hall & Sixth Form Centre

A duty member of staff will distribute biscuits in the dedicated areas. Students should not enter the dining hall.

KS2 & KS3 bubbles will use the dining hall toilets. Students should queue outside where a duty member of staff will ensure only two students are in the bathrooms at any one time.



The KS4 & KS5 bubble will use the main building toilets. These students will be expected to manage social distancing themselves. A member of staff will roam around all three areas as well as monitor the bathrooms. This means five members of staff will be on duty during morning break each day, in the meantime.

Contact sports or sharing of sporting equipment is prohibited. Students should ensure they keep a safe distance from their peers.

Please note, tuck shop will not operate until further notice. Mrs Calvert will continue to provide stationary items from the uniform shop.



## Lunch Time

At Lunch time, for all year groups, the timings of lunch will not change, however lunches will be staggered.

The dining hall will be split into two different zones, the top half (Zone A) and bottom half (Zone B). Each zone will have a return trolley for dirty crockery, cutlery and cups to prevent bubbles mixing within the dining hall.

Early Years and KS1 bubble will use the main doors to enter and exit lunch and will use Zone A to eat lunch from 12pm to 12:30pm.

The KS2 bubble (Upper Juniors) will use the fire exit doors to enter and exit lunch. If they require to use the bathroom they will exit using the fire doors and go through the main doors to the bathroom. This bubble will use Zone B to eat lunch from 12:10pm to 12:35pm.

For the KS2 bubble, students are not required to be distanced whilst eating as they are in the same bubble however the member of staff should wear a face covering whilst at the same table. Gloves will also be provided for the member of staff to wear whilst serving and passing plates. Student plates should not be handled by other students. Instead either students should bring their own plates to the return trolley or the member of staff wearing gloves can pile the plates and return these together. The member of staff may choose to eat later rather than with the students.

Once the Early Years and KS1 bubble leave through the main doors, Zone A will be thoroughly cleaned prior to the arrival of the KS3 bubble. The KS3 bubble will use the main doors to enter and the fire exit door to exit the Dining Hall. These students will use Zone A to eat lunch from 12:45pm to 1:10pm.

Whilst the KS3 bubble is eating, Zone B will be thoroughly cleaned prior to the arrival of the KS4 & KS5 bubble. The students in the KS4 & KS5 bubble will have their free time while the KS3 bubble students are eating.



The KS4 & KS5 bubble must be queuing outside the main doors by 1:10pm. The KS3 bubble will then exit through the fire exit doors to maintain social distance. The KS4 & KS5 bubble will use Zone B to eat.

The KS3 and KS4 & KS5 students should be outside their classrooms by 1:40pm.

Below shows the different areas where students are allocated for both dry and wet weather provision. Students are not to use any other area other than indicated.

It is extremely important that in the event of wet weather, students do not use unauthorised areas or buildings e.g. Centenary, Hub or School Basement as they areas are not safe for students to congregate in. Students should also not enter any classrooms or other indoor areas without the presence of a member of staff as these spaces may have already been cleaned for subsequent lessons.

Key Stage Bubble	Dry Weather Area	Wet Weather Area
Pre-school & Early Years	Front Lawn & 3G pitch	Jackson Hall
KS2 (Upper Juniors)	Upper Junior Area	Form rooms
KS3	Rugby Pitch	Tucker Hall (R9 & R10) & Centenary Studio (R8)
KS4 & KS5	Outside of Sixth Form Centre	Sports Hall & Sixth Form Centre

Contact sports or sharing of sporting equipment is prohibited. Students should ensure they keep a safe distance from their peers.

Our Sixth Form students will also be prohibited from leaving the Rockport site during lunch time to minimise unnecessary interactions.

## Queuing at the Dining Hall





## After School

Daycare will continue as normal for Pre-school & Early Years students as they all belong to the same social bubble.

After school biscuits will now only be provided in the Dining Hall at the start of prep, to those students staying for prep. No snacks will be provided for those students not staying for prep. This is to prevent large amounts of students congregating in or near the Dining Hall.

Students should wash their hands at the end of the day and remain outside. It is extremely important, especially as there will be several 'bubbles' leaving at once, that students exercise social distancing. Students should either make their way home on foot, wait for collection at the front of the school or wait for prep to begin, again bearing in mind social distancing.

Three members of staff will be on duty in the yard, around the Dining Hall / back of Centenary and at the Front of School to help manage social distancing. The member of staff on duty for prep will be present in the dining hall from 4:10pm so students may sit and chat before prep begins at 4:25pm.

## Prep

In the interim, students are encouraged to go home after lessons. However, prep will still be made available each evening from Monday to Thursday, to facilitate our Boarding students.

Day students staying for prep (Zone B) will remain in their bubbles whilst socially distancing. Zone A will be reserved for Boarders (as they are one household) and this facilitates sanitisation for the boarders to use for supper after prep. The one way system through the dining hall will remain in place.

Students will be allowed to use their phones to check and complete work set. These should only be used for this purpose.

All students must carry a personal reading book. This may be required in the event of a last-minute cover lesson or delay, or to be used in prep.



# Specific Subject Guidance

## Science

In Science, practical experiments will initially be limited and instead will be demonstrated by the member of staff. This may change pending further guidance.

## Use of ICT Suites

Student desks & chairs, as well as keyboard and mice must be cleaned before each use by the supervising member of staff. It is important that electrically-safe cleaning products are used (these will be made available) and water-based products are not used.

In line with no elbow teaching, staff may use Remote Viewing software to check and support students without increasing contact.

Perspex screens will be installed between students due to the fixed nature of the seating arrangement in these suites. Face coverings may be required during these practical lessons depending on the student numbers in the room.

## Home Economics

Students will use the school cooking utensils, and these will be sanitised after each use. Due to the additional time required for this and the limited number of students cooking at any given time, student practical sessions will be staggered. Face coverings will be required during cooking. Further specifics will be detailed separately.



## Games

Early Years children will continue to have PE as timetabled. Students should come to school in their games kit on days when PE is scheduled.

Entering and exiting the changing rooms will have a one-way system implemented (see 'Main Building & School Office' section on page 27). Students should bring games kits to and from school each day when required as no student belongings can be left in the changing room as the area will be cleaned between use and at the end of the day. Similarly to uniform, games kit must be washed after each use.

When staff and students are entering and in the changing rooms they will be required to wear a face covering at all times as the 1m distance may be difficult to ensure. Hand sanitising on entry is extremely important, as is when entering all classrooms.

Initially students will only play non-contact sports and they must bring and use their own equipment as equipment cannot be provided. Further specifics will be detailed separately.

## Art & Music

Materials and equipment may need to be provided to students where it cannot be reasonably assumed that students would have the materials and equipment needed.

It will be the teacher's responsibility to ensure the equipment has been cleaned thoroughly before use. Cleaning supplies will be provided for this.

In Music, precautions will be taken to ensure that the room used will be well ventilated. In small areas, all students may be asked to wear their face covering for safety.



## Student Illness & Injury

If a student is feeling unwell or has been injured (Covid-19 related symptoms or otherwise) they (and an accompanying student if deemed necessary) should make their way to the main building and ring the doorbell. A member of staff will come outside and evaluate the situation.

If no symptoms of Covid-19 are displayed, the Houseparent on duty will be informed and the Houseparent will be required to wear a medical mask or visor and gloves whilst delivering first aid. Parents or guardians will be informed. If students are fit to return to class they will be escorted back outside the main building. If students are not fit to return they will be supervised until a suitable adult can collect them.

If symptoms of Covid-19 are displayed, the student will be asked to wear a mask and will be escorted to a designated isolation room. The Houseparent on duty will be required to wear full PPE and evaluate the situation. If they also believe Covid-19 symptoms are being displayed then an office member of staff will contact home whilst the Houseparent supervises the student until a parent or guardian can collect the student. As per Government guidance, Rockport office staff will fully document this process to ensure a record is held of who made the decision, who was contacted, who provided supervision and who picked up the student.



## Confirmed Case of Covid-19

In the event of a confirmed case of Covid-19 at Rockport School we shall follow PHA guidance under the Test and Trace and Protect programme. This will be applied for all staff or students in contact with someone who tests positive for Covid-19.

Test and Trace staff will contact anyone with a positive test and trace their contacts over a period determined by the Test, Trace and Protect staff. They will seek information on where that individual has been in contact with someone for 15 minutes or more with less than 2m social distance.

Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

Those who have been told to self-isolate can return when they have a negative test result or have undertaken the necessary period of isolation after a positive test result.

## School Trips

School trips, at the beginning of term, will be limited. This includes halting trips to Bangor Aurora for Games.

Any trips or outings will have the relevant risk assessment completed, latest guidance followed and information provided to parents separately.



## Printing

It is expected that printing will not be required as much as worksheets cannot be provided to students on a regular basis. However, if staff or students are printing it is important they sanitise their hands before and after use. Cleaning products will be positioned near printers for this purpose.

We ask that staff try to minimise the amount of printing that students are required to complete, instead they should be submitting work digitally on Google Classroom or by email.

Printing paper can still be retrieved from the School Office but staff should request office staff provide the paper rather than going beyond the wooden divide and lifting the paper themselves.

To limit contact and mitigate risk:

- the printer in the Jackson Building can only be used by Early Years and Upper Juniors Staff.
- the printer in the School Office staff can only be used for admin and management purposes.
- the printers in the Tucker Hall and Staff room are available for all other staff and students.

## Main Building & School Office

The school office is off limits to all staff and students except those who work in the office and members of the Steering team. Staff can still speak to office staff but should not go beyond the wooden divide and follow all floor markings. The school office will still be open for parents, guardians and visitors but strict social distancing must be adhered and face coverings may need to be worn.

Face coverings must be worn by all students in R8 – R14 and staff (unless medically exempt) when inside the Main Building.



If a student has an urgent issue, is unwell or has injured themselves (see student sickness & injury section) they should ring the doorbell outside the main building and wait for a member of staff to come outside. This is to reduce the number of people moving within the main building.

Boarders are not to enter the main building between the hours of 8:30am and 4pm under any circumstances. If they require access to Boarding in an emergency then they should ring the doorbell and wait, as outlined above. At 4pm, all boarders should enter using the green doors and not through reception.

Students should only access the main building in emergencies or for first aid, to access Boarding, to speak with Mr Vance or Mrs Palmer or to use the bathrooms. For the bathroom, male students should enter using the green student doors, use the male bathroom and exit to the rear of the main building. Female students should enter using the New Beatty door, use the female bathroom beside the changing room and exit to the rear of New Beatty.

## Sixth Form Centre

When entering the Sixth Form Study, students should use the front door and sanitise their hands. Students should then exit through the side door.

When entering the Common Room, students should use the front door (facing Dining Hall) and sanitise their hands. Students should then exit through the back door. Students should be mindful that students may be leaving the Study at the same time.

Students must remember to clean all used utensils and crockery. Students are also responsible for cleaning all communal areas after use including the coffee table, small study room, kitchen and their study booth before leaving.

Sixth form students should always act responsibly, model & support communicating these new guidelines to our younger students and support others when moving around the school.



## Peripatetic Teaching & After School Clubs

At the time of writing, there will be limited, if any, peripatetic teaching and after school clubs running when school returns. This is due to the current limited guidance on working one-to-one, the limited available space within Rockport for music tuition due to increased use of areas as teaching spaces and to limit exposure between different 'bubbles'.

If, or when, the situation changes further information will be provided in the weekly newsletter and by email.

## ICT Support

Any required ICT support including password resets or printing issues should be emailed to Steve Smith ([ssmith@rockportschool.com](mailto:ssmith@rockportschool.com)) to reduce the need for contact.

Non-urgent computer repairs may take longer to resolve and you will have to vacate your workspace for the repair to take place. Please ensure all equipment is sanitised before and after repair.

## Fire Safety

Year groups and the different bubbles will have their assembly meeting points spaced out to reduce social interaction in the event of an evacuation. Students will complete a fire drill in the first term to familiarise themselves with the new layout.



## Further Lockdowns

In the event of another lockdown, teaching will seamlessly switch to online platforms such as Google Classroom or Google Meet. Students will follow their usual timetable and should attend all lessons online.

A register will be taken for each lesson and any students missing lessons will be recorded. Absences will be followed up by the form tutor. In the event of continued absence, a member of the Senior Team will make contact with parents and guardians.

## Closing Remarks

Staff, students, parents, guardians and visitors should be aware this is a working and fluid document, as is the guidance that informs this document.

It is important that all members of the Rockport community work together to ensure we are all kept safe whilst still providing the excellent education our students deserve.

If you have any concerns, ideas or comments on the contents or implementation of the Rockport Bubble Book please contact [info@rockportschool.com](mailto:info@rockportschool.com).