

Hele's School

A great place to learn. A great place to grow.



JANUARY 2021 SCHOOLING MODEL

Parent Carer Guide

v 2nd January 2021 Update

Hele's School January Model

Governors agreed when we reopened in September that we would have a formal review point in Term 2 and evolve the model accordingly for Term 3. We've watched the science carefully, as well as reflected on our own experiences 'on the ground'. In the 12 weeks that have passed this academic year, for example, we have seen PHE and DfE advice change markedly from needing to send a year group bubble home in September in response to a confirmed positive COVID-19 case, to half a year group a few weeks into term, to now being very forensic in interrogating seating plans in each room and having precise conversations with the child and their family (or the member of staff) to identify whom they may have had close contact with in social time or who they travelled to and from school with to ensure minimum number of people self-isolate as a precautionary measure. The government released an ambition on the 16th December for mass testing in schools in the near future and serial testing of close contacts to prevent the need for precautionary self-isolation should contacts test negative.

Whilst there is much work to do in understanding what mass and serial testing will look like in schools and how it can be efficiently and safely administered before introduction, it nevertheless shows how schooling is changing and will continue to change significantly in the future. Shifts like this allow us more flexibility in how learning is organised going forward therefore and has enabled us to look at moving children around the site more readily and confidently once there is a full return in the New Year (*N.B the Government guidance issued on 30th December and the subsequent ramifications of this means the return dates confirmed as of today, 2nd January 2021, may well change once more and there could be further and significant delays to the full return onsite).*

Please be assured that these changes have been and discussed with the Executive Leadership Team at the Westcountry Schools Trust and fellow Headteachers, drawing on the experiences and feedback of those WeST Secondary Schools who have already successfully implemented the Hele's model of delivery for Term 3 onwards.

Changes for Term 3 (January 4th 2021 onwards): as previously informed, our Local Governing Body agreed some important changes to the school day and organisation of learning from January onwards. **PLEASE NOTE: THESE ARRANGEMENTS ARE FOR WHEN STUDENTS RETURN TO ON-SITE FACE-TO-FACE PROVISION. THERE WILL NOW BE A PERIOD OF REMOTE LEARNING FOR ALL YEAR GROUPS FROM THE START OF TERM – THE LENGTH OF THIS PERIOD IS SUBJECT TO CHANGE.** There are two significant changes from the September return model:

- 1. The timing of the school day will revert to a more familiar pattern for ALL children in ALL year groups with Tutor for all being in the morning:** 8.40am registration and Tutor period, five one-hour lessons interspersed with two 30-minute breaks for social time and eating, and a 3pm finish. We expect students to be on site at 8.30am, in readiness for formal learning from 8.40am. Of course, we will manage movement on and off site, but this will be within a much tighter window of time at the start and end of the day than is now.
- 2. Teachers will be based (as far as possible) in their own classrooms from January, and it is students who will move for their learning across the school site** – albeit in a very controlled one-way system with tight control measures - to access their learning in specialist rooms. Strict seating plans will remain in place in every room, to enable accurate track and trace of close contacts should there be a confirmed positive COVID-19 case in the school community. Year groups will continue to have a designated egress

point to access the school site and will continue to be based in their current year group bubble for all Tutor time and social times, with catering facilities and toilets allocated in each zone for designated year group use only.

Start of Term 3 arrangements: Adjustments to all secondary school opening arrangements for the New Year have had to be made, and hence the return dates I shared with you in the final week of term have changed.

As of 2/1/21 (but mindful these dates are subject to change given the rapidly shifting sands nationally), all year groups will access remote learning from home from 4 January and follow a phased return to on-site provision, leading to a full return from all year groups from 18 January. In summary:

w/b Monday 4 January: ‘vulnerable’ children and children of critical workers **only**; all other students - now including those in examination groups (Years 11 and 13) who were initially due to return for face-to-face learning from 4 January - will work remotely at home, following their normal timetable.

w/b Monday 11 January: Exam groups (Year 11 and Year 13) on-site, alongside ‘vulnerable’ and critical worker children. All remaining year groups will continue with remote learning via MS Teams, in accordance with their usual timetable).

w/b Monday 18 January: all year groups on site for face-to-face provision.

Remote Learning Arrangements at the Start of Term

We will provide a full timetable of live lessons delivered by your child’s classroom teachers in line with their normal timetable (w/b 4 January is Week A) . To access these, students will need to log-on to Microsoft Teams each day, ‘attend’ lessons in line with their daily timetable and submit work by the deadlines specified to the best of their ability. Live lessons/registration will begin at the following times:

Registration	8.45am
Period 1	9.05am
Period 2	10.05am
Period 3	11.35am
Period 4	12.35pm
Period 5	2.05pm

Teachers will take a register at the beginning of each lesson and non-attendance will be followed up.

Microsoft Teams

MS Teams functions as a virtual classroom and your child has a virtual classroom set up for every subject. All students have received training on the use of Microsoft Teams. Students have been shown how to download MS Teams onto their home devices and how to attend live, remote lessons. A short video has been shown to students by their Tutors, supported with a help-sheet, and both of these have been uploaded to ClassCharts.

Live lessons

Lessons over the period of remote learning will follow our normal curriculum. Students will be greeted by their teacher at the beginning of the lesson and asked to complete a retrieval task. During this time the register will be called. After this, the teacher may deliver direct instruction and teach new material, direct students to watch an Oak National Academy lesson or ask them to complete a task independently and submit it via Assignments by the end of the lesson. Teachers will be available on-line throughout the lesson to offer support and the class will be asked to return for the final part of the lesson to review the learning.

NB: There will be no live lessons for Active Lifestyles (Core PE) or Personal Development (PD) across all year groups, or Core RS (Philosophy and Ethics) and Key Skills at Key Stage 4. Instead, work for these subjects will be placed in the subject channel of the year group curriculum team at the beginning of each week.

What does my child need to do to prepare for remote learning?

A letter was sent to parents/carers and to students before the end of term, with clear instructions about what to set up in readiness for remote learning in January. As a reminder, all students were asked to download MS Teams onto a device at home. A laptop or desktop PC works best, but MS Teams can be accessed via a tablet or mobile phone. A video showing how to do this can be found [here](#).

Your child will need to know their school email address and password to access their school MS Teams account.

Before their remote lesson, your child will receive 'invitations' to their remote lessons via email. *They must 'accept' these beforehand to enable them to join the lessons.*

Should your child experience any difficulties on the first day back, technical support can be accessed through our IT Helpdesk at ITHelpdesk@heles.plymouth.sch.uk.

On the day how does my child join the live lessons?

Students should open MS Teams shortly before the start time of their lessons and click 'join' to start the relevant lesson. *They MUST have previously accepted a teacher invitation to join the lesson, as stated above.* Students may be asked to wait in the lobby until the teacher begins the lesson. *Students should ensure they are muted and the camera off before joining the lesson.*

Code of Conduct for Live Lessons

Please go through our code of conduct for live lessons (below) with your child and ensure they are clear of our expectations.

Hele's School will use Microsoft Teams to support online learning. We recognise that students will benefit greatly from live lessons as teachers can cover greater subject content and give specific feedback on how to improve. Safeguarding is always our key priority and the following protocols are in place for staff, parents and students so that we can maximise student learning.

Before the lesson:

- Students will need Office 365 and Microsoft Teams installed on their device; it is preferable to use a laptop with a webcam.

- Students must check their emails daily. Via Outlook, students will receive emails from teachers to enable them to join the next day's lessons. Students must "accept" these.
- The lesson will appear in the student's school calendar. Students join the lesson through selecting JOIN on their Teams calendar.
- A recording of the lesson will be taken by the teacher and kept for safeguarding purposes only. This will not be published, shared and will be stored in line with data protection protocols. It will be deleted when it is no longer required and in accordance with data protection regulations.
Students must not record or publish screenshots of the lesson and any incidents of this nature will be investigated and appropriate sanctions will be applied as per the school behaviour policy.

During the lesson:

- When preparing for the lesson it is advisable that the student ensures they are in a shared space in the house so that parents can hear or be aware that the lesson is taking place. Students must not be in their bedroom. Friends or other individuals should not be present or on screen.
- Students should join the lesson with their camera and microphone switched off. Students must turn their microphone and camera on for the register and then turn their camera and microphone off again.
- Students will need to blur their background on MS Teams, this will ensure that the family home remains private.
- Students should dress appropriately for the lesson.
- Students must conduct themselves in the manner that they would in the classroom and be aware of appropriate language and communication between their peers. Apart from the device that is being used there should be no other technological or mobile devices being used.
- As with our expectations in class, students are able to drink water during the lesson but should not eat
- Students can ask questions by putting their hand up on the toolbar in the middle of the screen. The teacher will ask them to unmute at an appropriate time.
- Students can also ask their teacher questions via the chat function.

Students can raise any concerns they may have through the normal school communication channels via their Tutor, Head of Year or their Pastoral Support Manager. Technical support can be provided from ITHepdesk@heles.plymouth.sch.uk if students email from their school email address.

Please remember that our expectations for behaviour are the same in classrooms and remote lessons - students should be committed, respectful and safe at all times.

Routines for Once On-Site Provision Resumes

Important update re. face coverings from January: from the start of the Spring Term, the Westcountry Schools Trust is now **strongly recommending** that all students and staff (unless exempt) wear face coverings in all classrooms – this is above and beyond what current Government guidance (2/1/21) is stating. It may be that further guidance from PHE or the DfE is soon issued making face coverings mandatory in classrooms, but WeST schools are proceeding with this expectation regardless.

The requirement for face coverings to be worn in all corridors and communal spaces (inside and outside, unless eating) remains in place, as previously communicated. This is in response to the new, much more highly infectious, coronavirus variant that is sweeping across the country. Our priority remains keeping all students and staff as safe as possible in these challenging circumstances.

January Schooling Model (On-Site Return)

An overview of the January model is provided in the table below, and a summary infographic for each year towards the end of this guide.

All remote lessons for all year groups will start on Monday 4th January. All students will access remote learning via MS Teams in line with their normal timetable:

Year group	Onsite* from	Entry point	Start time	End time	Tutor & Social Time Zone	Head of Year	Pastoral Support Manager	Pastoral Improvement Partner (PIP)	Senior Leader 'Bubble' Link
7	Mon. 18 th Jan. '21	West gate, Seymour Road	8.40am	3.00pm	Maths block and ramp/car park area (no cars)	Mrs Crosley	Miss Keen	Mrs Crawford	Mrs Crawford
8	Mon. 18 th Jan. '21	Plymbridge Road gate	8.40am	3.00pm	Science block and Main Hall	Mrs Skingle	Mrs Parker	Mrs Crawford	Mr Fonseca
9	Mon. 18 th Jan. '21	Plymbridge Road gate	8.40am	3.00pm	English, top playground & Piazza	Miss Prifti	Mrs Adamson	Ms Clapham	Mrs Ayres
10	Mon. 18 th Jan. '21	West gate, Seymour Road	8.40am	3.00pm	West Quad classrooms and front play area	Mrs Aldersley	Miss Glasspoole	Ms Clapham	Mrs Pomfret
11	Mon. 11 th Jan. '21	East gate, Seymour Road (Stonebarton end)	8.40am	3.00pm	East Quad classrooms & middle play area	Mr Carwardine	Mrs Watts	Ms Clapham	Ms Clapham
12	Mon. 18 th Jan. '21	Trelawney Road gate (side entrance)	8.40am	3.00pm	Post 16 centre and other rooms downstairs break 1 and 2	Mrs Curtis		Mr Stone	Mr Stone
13	Mon. 11 th Jan. '21	Trelawney Road gate (side entrance)	8.40am	3.00pm	Post16 Centre and other rooms upstairs break 1 and 2	Mrs Curtis		Mr Stone	Mr Stone

*Correct as of 2/1/21

Arrival to School

- All students have been encouraged to walk or cycle to school wherever possible.
- If a student or member of staff needs to travel by public transport, it is mandatory that they wear a face covering to travel.
- Upon entering the school site through their designated gate, all students (except those with a valid exemption) will be required to wear a face mask. Please note, this was previously only required indoors but is now required in all areas of the site (unless eating/drinking or playing sport), including classrooms.
- If travelling by car, a parent/carer may drop off students outside the school site at their designated entry point, but parents have been asked to be mindful of local residents. Parents will not be allowed to enter the staff car park (some exemptions for SEND children).
- Unless a child has a medical need or other vulnerability, parents/carers should avoid coming to Reception. Access will be arranged in advance in most cases.
- Students in each year group 'bubble' will enter the site at 4 different points depending on the year group zone they are assigned to. They will be directed to apply face masks upon entry to the school site, even if outside, as there is potential to mix with other year group bubbles at this point. Each year group will wear a different coloured lanyard with photo ID for ease of identification.
- Students will go straight to Tutor (no queuing in corridors) and Registration will start for all year groups at 8.40am.
- Parents are required to keep their child at home if they are in any way unwell. Staff will also remain at home if they are unwell. If staff or students appear to be displaying COVID-19 symptoms, they will not be allowed into the building and will be sent home immediately.
- As students enter the building via the designated entrance, they must sanitise their hands with hand sanitiser provided. Reminder: masks remain on at all times (unless exempt, eating/drinking, or playing sport).

Departure:

- When leaving the room, students will pack equipment away and stand behind their desk. Students must have their mask on properly before being allowed to leave the lesson.
- The teacher will spray anti-bac onto each desk and the student will wipe down their workspace with a paper towel/blu-roll, which they will dispose of in the lidded bin upon exit.
- Each class will be dismissed by the class teacher and reminded of the one-way system in operation. Students must also be reminded of the need to maintain social distancing of 1m+, wherever possible – though there is an acceptance in government guidance that this is unlikely in a large secondary school, so sensible self-regulation needs to be displayed.
- Teachers will stand at the threshold of classrooms to ensure students apply hand sanitiser upon exit, check masks are correctly worn and that the corridor is safe to dismiss children onto to join the one-way system.
- Students will leave the site by their preferred exit at 3pm, as they will be in a different part of the school for period 5 each day. After leaving their period 5 lesson, students and staff *must* follow the one-way systems if moving across the site to exit or to access after-school provision.

- Students will follow the one-way system to leave the school site by their closest exit, but they must continue to wear their mask on even when outside and until they leave the school gate.
- As they leave the site, students will maintain social distancing of 1m+ wherever possible and will be encouraged to do this until they arrive home.

Staff and Student movement around the site:

- The system of bells to mark the start/end of lessons and the school day will be suspended to allow for a more natural staggering at the end of the day/changeover. The only bells that will remain will be a warning bell 5minutes from the end of Break 1 and another one 5 minutes from the end of Break 2.
- Support Staff will be present on corridors in zones at 9am to ensure students do not leave their Tutor bases too early. There will undoubtedly be a crossover of staff and students on corridors, which is why everyone (adult and child) must follow the one-way system.
- At lesson changeover, teachers will be at the threshold of their teaching rooms to help keep the flow of students moving sensibly and safely and reinforce expectations around conduct and behaviour in corridors.
- Once students are in their classroom, they must not leave that area for any reason, unless there is a medical condition or an emergency, they need to access a toilet, or they have a pre-arranged appointment.
- Students who need to access a toilet outside of the normal break arrangements will carry a toilet pass in their ID plastic pouch. All other students will be expected to use the toilet facilities in their year group zone during breaks 1 and 2.
- Student toilets are available for each zone. These are detailed under 'student facilities' later in this document.
- There will be a strict one-way system in place to move around the site to avoid face-to-face contact and keep the flow of 'traffic' moving, with signage and instructions clearly marked on floors and walls. Please note, *everyone must use the one-way system*.
- Staff and students must wear face masks when travelling around the school site in corridors or outside and in classrooms. Students may only remove face masks when eating/drinking in their designated year group social zone or when playing sport. Students who are exempt from wearing a mask will carry a pass in their plastic pouch on their lanyard.
- There are only 2 doors on the one-way system that are both entry and exit doors - Community Sport and the East Quad doors between the boys' and girls' toilets.
- At lesson changeover, Support Staff and any other available staff will provide a presence at key entry / exit points to maintain an orderly movement of students. Support staff will be clearly visible for students with a high-vis vest.
- All students will be issued with a colour coded lanyard clearly denoting which year group they are in. They will be expected to carry this at all times. Student ID badges will be printed and given to students on their return in January so that they can be readily identified by staff during social time. All students will spend breaks 1 and 2 in their designated year group area. They will be given 5 minutes to return to this area following periods 2 and 4.

- Students should not be out their zone after the 5-minute travel time. They should not cross zones under normal circumstances - they should only cross zones to visit Student Services, Reception, Medical Room, etc. if it is an emergency.
- Students should be encouraged to wear their mask correctly as this will reduce constant adjusting of mask and increase transmission. Exempt students are identifiable by a pass they carry in their plastic pouch on their lanyard.
- There will be increased cleaning throughout each school day to include touch points such as door handles and handrails, toilets and emptying bins.

Practical and extra-curricular activities

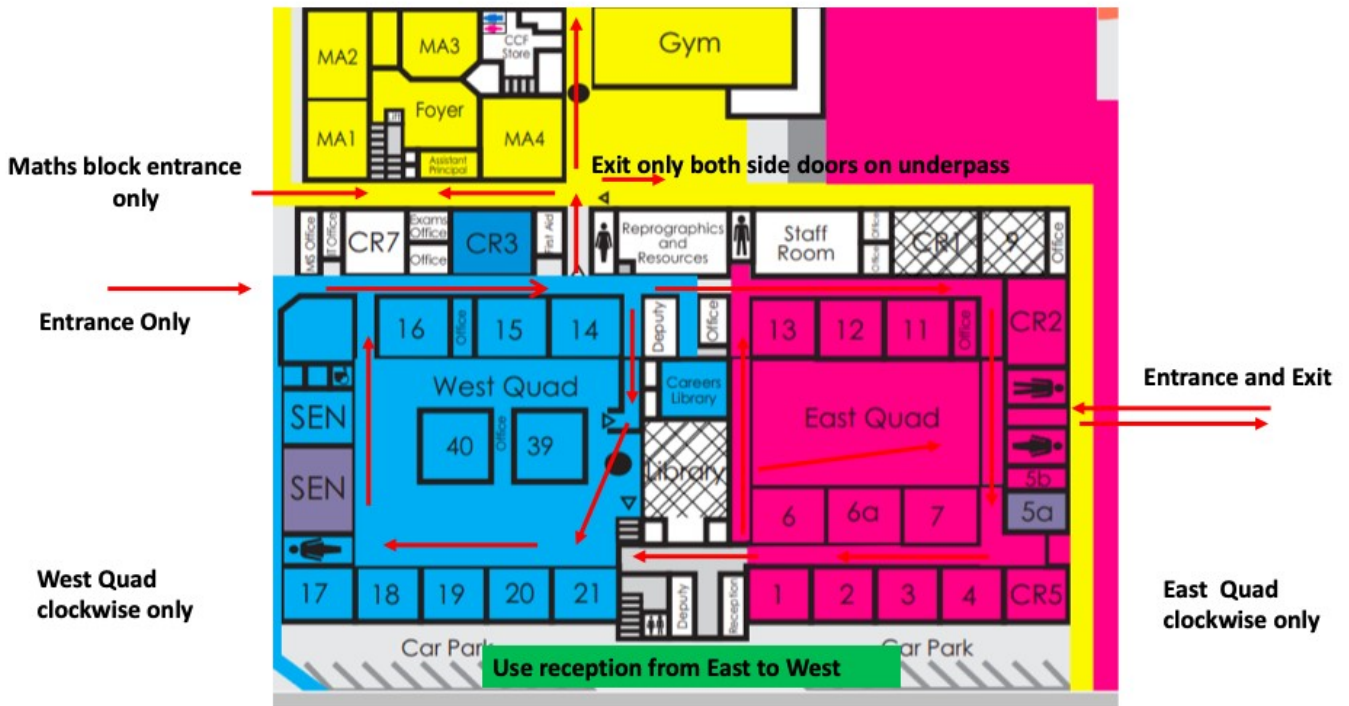
At Hele's we really immensely the role of the practical application of learning both during the school day and beyond. We continue to review the guidance pertaining to this and will be looking to run a phased return to these activities in a COVID-secure way over the next two terms. We remain committed to ensuring our students have access to the best opportunities, whilst also ensuring the safety of staff and students alike.

One-way System

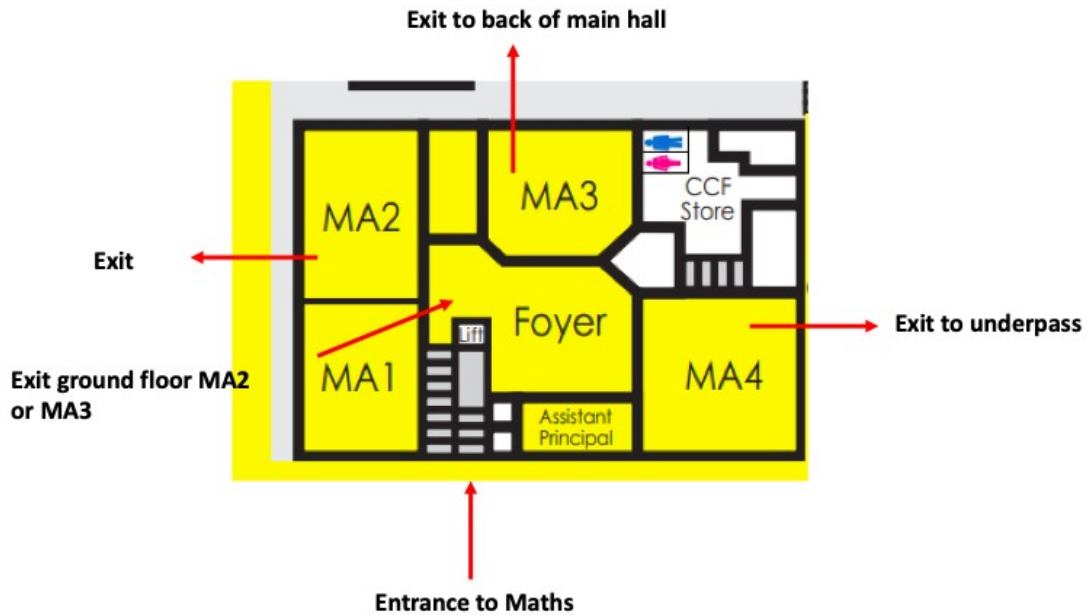
Area	Entrance	Exit
Maths	Double doors on the bottom floor	Bottom floor: Fire doors in MA2 and MA 3 (MA1 to exit MA 3 fire door) MA4 exit on underpass. Top floor maths: MA5,6,7 and 8 exit CCF stairs onto underpass or fire exit by CCF office.
English / Art 53 and 54	Fire doors at end of building on bottom and top floors- one-way system.	Bottom floor double doors and one-way system in operation.
Technology	Main door into Technology and rooms 51 and 52.	T1 fire door for T1 and T3 Rooms 51 and 52 English bottom floor main doors
Science	Double doors by Drama office One-way system in all Science corridors- walking from up the Underpass and past the Main Hall.	Chemistry: Lab 1/2/3 exit Lab 3 fire door. Biology: Lab 4 exit back of lab opposite English block / Lab 8 / 9/10 exit fire doors. Physics: Lab 5/6/7 and also CR8 exit Lab 7 fire exit.
Hospitality and Catering	Entrance through the one-way system from science and access through the underpass.	Room 74 /75/ 76 and CR4 exit. Room 76 fire exit.
West Quad Clockwise only	Double doors opposite Student Services and Reception by room 21.	Main Underpass to Main Hall / Science / Maths / or East Quad double doors by boys' and girls' toilets.
East Quad Clockwise only	Double doors by the Boys' and Girls' toilets (Note: this is an entrance and exit door) Main corridor linking West and East Quad (students can only move from Geography to History).	Double doors by the Boys' and Girls' toilets, students can use Reception to pass to the West Quad.
Main Hall	Entrance double doors Break 1 and 2 for Year 8 social space access also fire exit back of maths.	Fire door to Piazza Double doors nearest science

Post 16	Main double doors on the bottom floor	Bottom floor fire doors and top floor double doors.
Community Sport	Entrance and exit for Year 11 food and also Drama and PE access. No access for Year 7-10 at break 1.	Exit for Year 11 food and also exit for Drama or PE. No exit for Year 7-10 at break 1
PE and Music	Main doors for MU2 and PE outdoor changing. MU1 has only 1 entrance.	Exit fire doors. MU1: students will have to wait outside on the area outside the practice rooms to ensure class has left.
Underpass: one way system up through school	West Quad (double doors opposite Student Services) Community Sport access / MA4 CCF staircase Double doors by Drama office Double doors from Main Hall opposite Drama office going to Science.	Side door by Maths Side door to middle playground Piazza single door Community Sport access (this has to be double entrance and exit for Year 11 food) Double doors into the main hall at top of stairs.

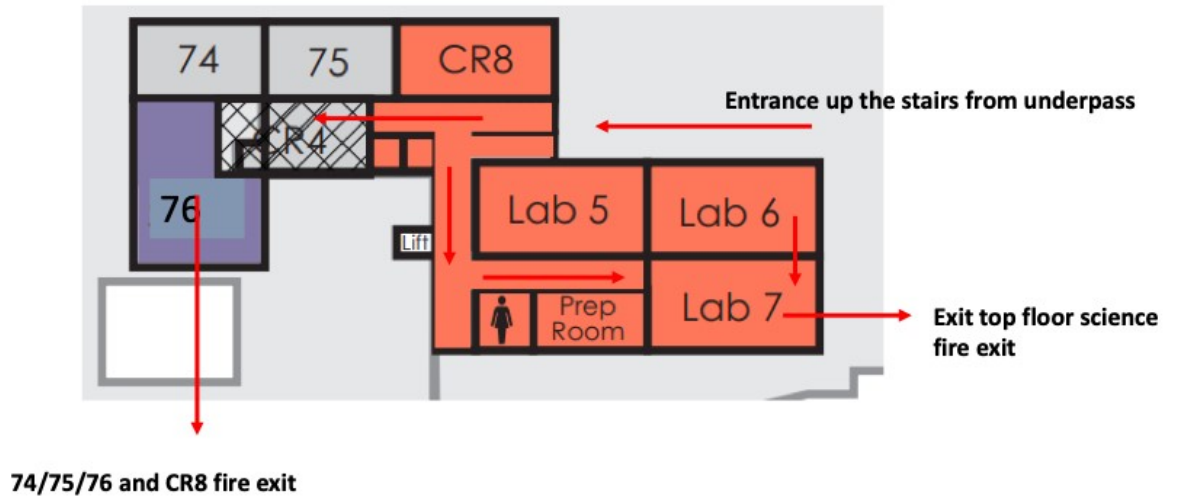
One-Way System in Maps



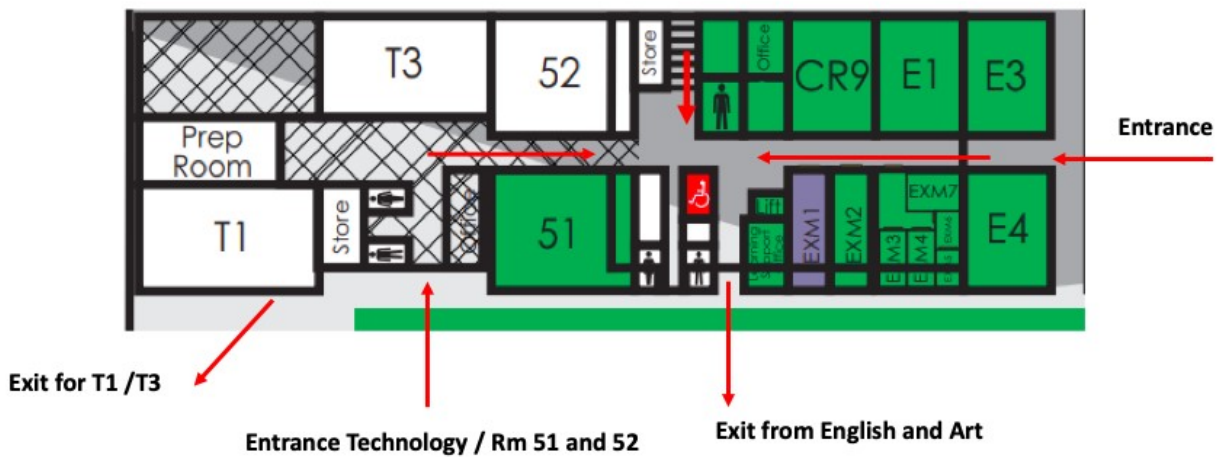
Maths ground floor



Top floor science and hospitality

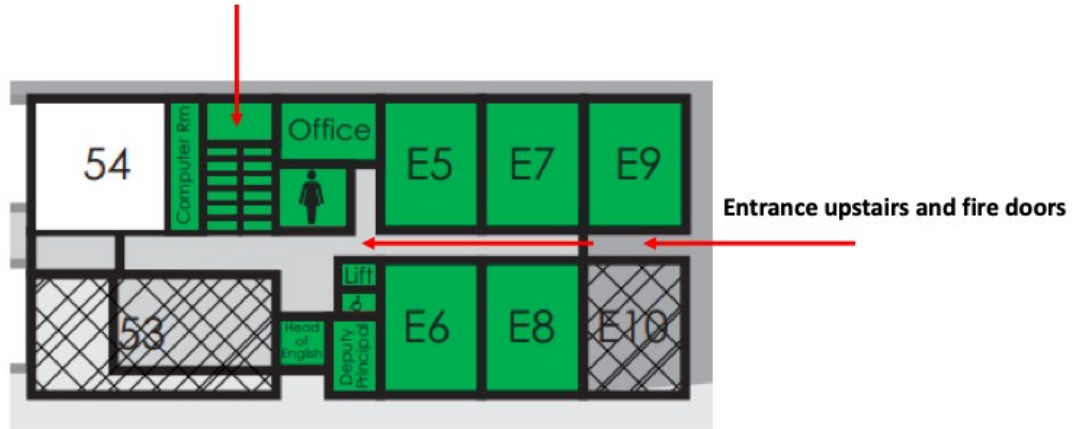


Ground floor English / Technology and Art

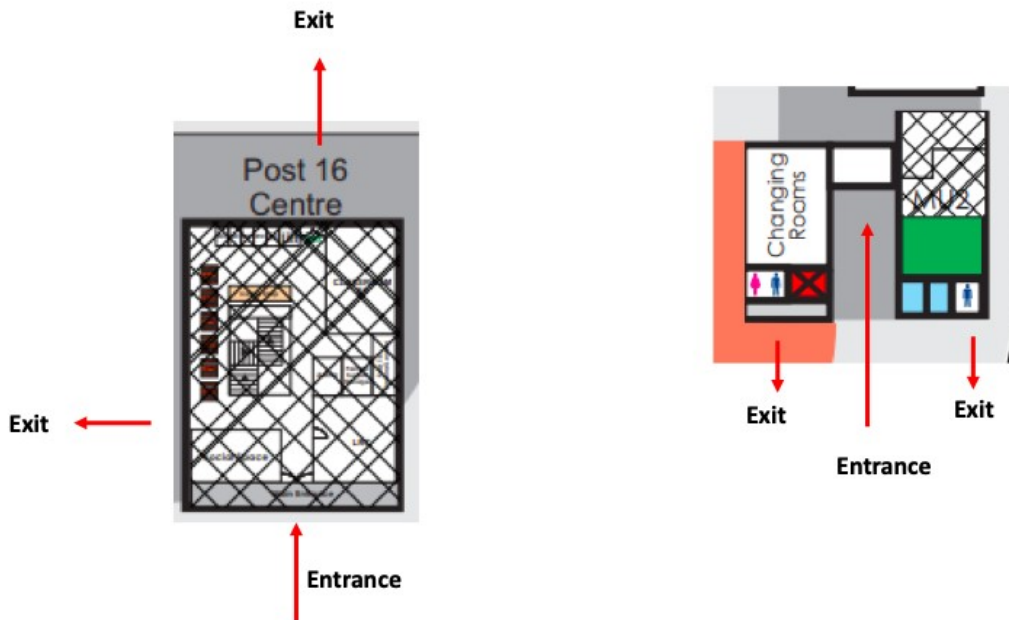


Top floor English and Art

Exit is down the stairs and out the double doors on the ground floor



Post 16 and Music and PE



Food and drink:

- Students should continue to bring their own food and drink wherever possible and keep this with them throughout the day.
- There will continue to be a very limited facility for buying food or drink in each zone on-site and leaving the site to do so is prohibited for students.
- Students must wear masks when queuing for food: Year 7 food cart: The Atrium (outside Drama Studio), Year 8 food cart: Main Hall, Year 9 food cart: Piazza, Year 10 food cart: West Quad, Year 11 food cart: outside the Fitness Suite. Students should be masked when queuing and maintain social distancing of 1m+.

Classroom layout:

- Chairs and tables will be rearranged in classrooms to support forward-facing, shoulder-to-shoulder seating plans. In Science labs, desks will be rearranged as far as possible. In Drama (and other subjects, where required), furniture may be moved to allow group work, whilst being sensitive to the need to respect 1m+ social distancing wherever possible.
- A 2m space at the front of the classroom will be left for staff teaching space wherever possible, defined by a taped line.
- Seating plans for all years will be created individually by Tutors/Teachers for each class and kept accurate on ClassCharts.
- Classrooms must not be re-arranged without permission from the Premises Manager and Principal.
- Hand sanitisers will be placed at strategic points along corridors and at every egress point, as well as in all classrooms.

Expectations in classrooms:

- Teachers will meet and greet their classes at the threshold to support corridor behaviour/movement and also ensure students come straight into class (no queuing).
- A 'Get In, Get On' (GIGO) task will be set to ensure students settle quickly to work.
- Students and staff will use hand sanitisers on entry and exit to the classroom. Face masks should be kept on at all times.
- Students should sit in their allocated seat and must not move without permission from the teacher. Any one-off moves must be recorded and dated in the Teacher Planner to support track and trace.
- Desks and chairs should be moved only to maintain distance, e.g., in cases where desks may have shuffled forwards throughout the day.
- Masks should be worn by staff (unless exempt) when teaching.
- Teachers should minimise movement in the classroom, ideally teaching from the front of the class and maintaining a 2m distance, wherever possible. Should a teacher step outside the 2m box, the member of staff should be side-on or behind the child, rather than face-to-face, and any engagement should be kept to below a minute at a time.
- HSE guidance (December 2020) suggests rooms need only be 'purged' twice a day to ensure a flow of air. To balance the need to maintain a comfortable temperature in classrooms and workspaces with the need to get good through flow of air, windows will be opened wide before the school day and during Break 1, Break 2 or any times the room is unoccupied. Windows need only then be slightly cracked open when lessons are in operation, wherever feasible. Class teachers have responsibility for managing this control measure.

- Group activities that require close contact between individuals is prohibited, but group work or Kagan structure delivery where students are facing each other in groups is allowed whilst being sensitive to the need to respect 1m+ social distancing.
- Students must bring their own Super 6 equipment into school with them, including a bag. They must also wear their coloured lanyard.
- Equipment should not be shared but where this is unavoidable, all necessary precautions should be taken in line with guidance pertaining to the hierarchy of controls (handwashing, cleaning, etc.).

Student expectations:

- Students are expected to wear full school uniform – school trousers/school skirt, white shirt, school tie, blazer and school shoes. School jumpers (black or grey) only may be worn under blazers (and it may be cold, given doors and windows may be open – students have been advised to wear a thin underlayer beneath their shirt). On days when students have practical PE lessons, they should come in Hele’s PE uniform ONLY. Where there has been some leniency for the first two terms to support families, this will be strictly enforced on our return. Coats should not be worn in classrooms.
- For all students other than those with a valid exemption, face masks are mandatory when on the school site (including outdoor spaces and classrooms). All students are required to bring their own mask to school as part of their personal equipment and repeated failure to comply with this will be sanctioned. Students who are exempt will be expected to carry an exemption card with them at all time and have this available for staff to check, if necessary.
- For those travelling by public transport where a face covering is also mandatory, they are able to keep the mask on when accessing the school site. If students have a separate mask to wear in school, the other mask must be disposed of appropriately or stored carefully in their bag. Hands should be sanitised after removing a mask and before applying another.
- Students should not leave the classroom until the lesson has finished, are instructed to do so by an adult, or in the event of an emergency evacuation, or for an agreed toilet break/pre-arranged appointment. A ‘Blue Pass’ must be signed by the teacher and carried by the student when they are out of lessons.
- Students who leave the lesson for medical reasons will report directly to First Aid.
- Students should avoid all physical contact in school and on the way to and from school. No hugs, shaking hands, etc.
- When in the classroom, students should always sit according to the seating plan for that lesson and not move from this place unless instructed to do so by the teacher.
- Students must always seek to maintain a safe distance from others, in and out of the classroom.
- Students should not share belongings with each other (stationery, food, etc.)
- Students follow the same behaviour expectations, and the same behaviour protocols will largely be in place, with additional expectations around safety and hygiene, in line with COVID-19 guidance. We will reinstate the Isolation Room from January which will operate as a permeable bubble with a maximum of 6 students per day and the parking rota will return to departments and be configured by HODs to ensure appropriate dynamics. This system will apply to all students initially but for any students who refuse to be parked/fail to attend a parking, an alternative parking arrangement will be put in place for the remainder of that term. HOYs and HODs will work together to arrange and communicate this to all relevant staff and parents. Further details around behaviour can be found later in this document under ‘Behaviour Protocols’.

Actions if a student shows COVID-19 symptoms (following government guidance):

- Student should be given a 'Blue Pass' and sent to First Aid for assessment. A reminder that the 3 signs of COVID-19 are: a new and continuous cough, high temperature and/or loss of smell or taste.
- Students to be isolated in the office space next to the Girls' toilets in the West Quad, with windows opened for ventilation and monitored by the First Aid Lead, who will inform parents immediately.
- Send student home and advise they self-isolate for 10 days and the household also self isolates for 10 days (reduced from 14 days from 14/12/20).
- Signpost to access a COVID-19 test: if test is negative – return to school and household ends self-isolation, if test is positive then move to confirmed case scenario.

Actions if there is a confirmed case of COVID-19 in the school

- Student or staff member tests positive for COVID-19 - individual receives medical advice and/or treatment.
- Based on the advice from the health protection team, school will undergo a track and trace process and send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days (new guidance 14/12/20) since they were last in close contact with that person when they were infectious. Close contact means:
 - Direct close contact - face to face contact with an infected individual for **any length of time within 1 metre**, e.g., being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
 - Proximity contacts -extended close contact (**within 1 to 2 metres for more than 15 minutes**) with an infected individual.
 - Travelled in a small vehicle with an infected individual.
- SW Health Protection Team will investigate and advise the Principal.
- If further cases are detected within the school, again contact the SW Health Protection Team who will investigate and advise.

Reporting positive COVID-19 test results: please contact School via the dedicated online contact form on the Hele's School website under the 'Contact Us' section. This can be found [here](#).

This will then be followed up with a phone call from either the Principal, Miss Mason, or one of the Deputy Principals, Mrs Pomfret or Mrs Crawford. We will check on the health and wellbeing of your child and determine whether we need to contact families to advise their child self-isolates as a precaution if they have been identified as having close contact with your child.

Lateral Flow Testing (LFT): the updated DfE guidance to schools and colleges (30/12/20) stated that Lateral Flow Testing (LFT) in all secondary schools will be rolled out from 4 January as a means to regularly test the staff and children on-site and support existing control measures. We will be seeking to provide our families with details of LFT arrangements and procedures as soon as we have had sufficient time to strategically plan, resource and train a workforce and have agreed a protocol across all secondary schools in the Westcountry Schools Trust. Please be assured that we anticipate having everything in place for safe and efficient testing on-site for all consenting students and staff by the end of January. Let me assure you that we will not, under any circumstances, issue a test to any young person without appropriate consent. We appreciate you will no doubt have a number of questions in respect of Lateral Flow Testing but we would politely request that you await further communication (likely to be around mid-January) ahead of you contacting School regarding any queries specifically about testing; this is new and unexpected territory for schools and I'm sure you can appreciate that there is much to plan for and there are many questions yet to be answered for schools to enable this to happen seamlessly and safely.

Behaviour Protocols

General Principles: The underlining principles of our Behaviour Policy have not changed - we continue to aim to provide the best possible educational experience for all in our community within a well-ordered and purposeful learning environment, ensuring all members of Hele's School are 'Committed, Respectful and Safe'.

We believe passionately in the power of praise and recognition as a key tool to motivate and encourage a growth mindset.

Sanctions, including restorative approaches to rebuild relationships, are used to moderate and to raise awareness of acceptable behaviours which will enable students to learn and thrive.

Each child is treated and valued as an individual with their own specific needs and talents.

Consistency of approach to young people from **all** staff, parents and carers is the key to ensuring good behaviour. We therefore place great value on building effective relationships with parents.

We know that behaviours of some children may have changed due to their varied and ongoing experiences and we must be mindful in treating each individual with patience and respect. We may find that we need to reinvest in relationships with individual students to retrain them in the behaviours we expect from them. This process may take time and your empathy and patience is greatly valued. We will continue to find opportunities to 'catch' students being good and recognise their efforts in going 'Above and Beyond' using ClassCharts achievement points, postcards and phone calls home. In some instances, sanctions may be appropriate and warranted and amendments to these are outlined below. This document complements the Addendum to the Behaviour Policy produced in June 2020, which remains active.

Warn, Move, Park: Warn, Move, Park will continue to provide the basis of our behaviour recovery system and should be used as described in the Behaviour Policy, ensuring that warnings and sanctions are delivered privately as far as possible.

Parking: Where in Terms 1 and 2 we moved to an interim parking rota where our parking rotas were zone-based, we will be reverting back to departmental parking rotas from the start of Term 3. Heads of Departments will be responsible for sharing parking rotas with department team members and ensuring everyone is fully clear on the system within each area. Students are able to be parked in classes in a different year group but staff receiving a parked student must note where they have sat within the room, should any Track and Trace process be required. To assist this, wherever possible, staff are asked to leave the same chair free in every lesson and again, where possible, for this chair to be the one closest to the door. Where this is not possible, a different seat can be ear-marked but for ease of memory, keeping this in one consistent spot will be extremely helpful.

Catch Up Detentions: There will be no 'catch up detentions' in the first week of on-site provision to enable all staff and students to settle back into the rhythm of school and to allow time to get routines established. Following this, 'Catch Up Detentions' will run daily for 30 minutes at the end of the school day in permeable bubbles as in Terms 1 and 2 and continue to be staffed by those with Middle or Senior Leadership responsibilities across the term on a rota basis. There has, however, been a change to the configuration of the groupings for Catch Up Detentions which will now be as follows:

Year 7, 8 (Key Stage 3)	3.00-3.30pm in CR3
Year 9, 10, 11 (Key Stage 4)	3.00-3.30pm in CR2

Behaviour Detentions

1-Hour Detentions: Behaviour detentions will continue to be used as a sanction where a child has been parked or where a child has broken the Behaviour Policy in a way deemed by Middle or Senior Leaders that warrants a Behaviour Detention. In line with the existing Behaviour Policy, the member of staff setting this detention should inform parents in advance and log the detention on ClassCharts.

In order to maintain the more targeted behaviour support and reduction in recidivism, Behaviour Detentions will continue to run in year group bubbles. These will be staffed by Head of Year and the Senior Leader Link and run twice weekly:

Year 7 CR7	Tues & Thurs - 3.00-4.00pm
Year 8 CR8	Tues & Thurs - 3.00-4.00pm
Year 9 CR9	Tues & Thurs - 3.00-4.00pm
Year 10 Careers Library	Tues & Thurs - 3.00-4.00pm
Year 11 CR5	Tues & Thurs - 3.00-4.00pm

Where a student accumulates multiple detentions, alternative sanctions will be considered to avoid a backlog building up, as was also previously the case. If necessary, Behaviour Detentions may operate a permeable bubble model.

Upscaled Detentions: In order to support the staggered finish times in Terms 1 and 2, upscaled Behaviour Detentions ran for 90 minutes. However, given the revised finish time of 3pm for all students, upscaled detentions of 2 hours will now be reinstated and 2-hour detentions will be available to Heads of Years and Senior Leaders as a stepped sanction to act as a greater deterrent to students who have broken the Behaviour Policy significantly enough.

Social Time Detentions: Social Time detentions will continue to run during Breaks 1 and 2, staffed by each year group team.

Isolation: The Isolation Room will be reinstated from Term 3 and operate as a permeable bubble, meaning students from different year groups can be in the room at the same time. The number of students permitted in Isolation each day will be capped at 6 and all Isolation bookings must be made by Heads of Year or Senior Leaders using ClassCharts. The Isolation Room will run 8.40am-3pm daily. A seating plan will be kept for each day, in case of Track and Trace.

How can I help the school and my child?

We very much appreciate your support in working with us in a number of ways:

- Prepare your child adequately by reinforcing the importance of good hygiene routines, such as sanitising and washing hands regularly. Also discuss the ways in which school will be different and the importance of adhering to expectations and routines.
- Send your child to school properly equipped with their mask, their lanyard, their Super 6, a packed lunch and drink (wherever possible) and dressed in the full and usual Hele's School uniform/Hele's School PE kit.
- Inform the school in good time should your child not be able to attend on a particular day through the Absence Line:
Lower School: 01752 231730
Post 16: 01752 756715
When leaving a message, please state:
 - Your name
 - The name of the student
 - Their Tutor Group
 - The reason for the absence
 - An expected date of return, if possible
- Understand that the allocated gate for entry/exit to school is non-negotiable due to safety and operational reasons.
- Support with your child's learning wherever possible and keep us informed of any issues that may arise so we can address them in a timely and constructive manner.
- Adhere to the government guidelines at all times outside of the school premises and ensure that your child also follows these guidelines.
- Respond in good time to requests from the school for information that aids our ability to plan, prepare, and maintain a happy and safe school environment.
- Be polite and courteous to members of staff at all times – we are trying really hard to manage a very challenging situation for everyone. If you are concerned about something that doesn't appear to be going to plan, please inform us in a constructive and supportive way and work with us to try to find a speedy and satisfactory resolution. We are in this together!

What should I do if I have questions?

Please discuss any concerns with School directly; we are always keen to receive your feedback to help improve our provision or hear what is going well so we can do more of it!

Please note that all Hele's School staff email addresses can be found on the school website in the 'School Information – Staff List' section or [here](#).











If you have subject-specific questions, please email your child's teacher.

If your question is about your child's well-being, then please contact their tutor.

Safeguarding issues should be raised with our Designated Safeguarding Lead, Mrs Sandra Crawford, crawfords@heles.plymouth.sch.uk











Remember, we are in this together and it is vital we have transparent, honest, constructive dialogue to ensure our community remains safe, happy and purposeful.

JANUARY RETURN INFOGRAPHIC

	<p>TIMINGS OF THE DAY The Year 7 school day starts at 8.40am and ends at 3.00pm. The first day on site for Year 7 is Monday 18th January. Remote learning at home starts Monday 4th January.</p>		<p>EQUIPMENT CHECK Students must bring all stationery and equipment (their Super 6) in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their yellow lanyards with ID badge.</p>
	<p>ALLOCATED EGRESS POINT Year 7 students must enter the school site using the West Gate on Seymour Road (Stonebarton Road end). Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.</p>		<p>BREAK 1: 11.00am-11.30am A snack cart is accessible for Year 7 only in the Atrium. All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in the Maths block.</p>
	<p>HAND WASHING HOT SPOT Year 7 should use the Maths block toilets for hand washing.</p>		<p>BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill their water bottles in their designated zone in the Maths block.</p>
	<p>SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.</p>		<p>UNIFORM Students must wear their full school uniform with pride. A light underlayer beneath a school shirt is recommended, as well-ventilated learning spaces can become chilly at times! Face masks are expected to be worn (unless exempt) in all communal areas and corridors, including classrooms, unless in the outside Year 7 zone.</p>
	<p>YEAR 7 ZONE Year 7 Tutor will be located in the Maths block. The Maths area and immediate surrounds, including the adjacent ramp and car park (not being used for car parking), will be used as social space for Year 7.</p>		<p>TOILETS Year 7 should use the toilets in the Maths block.</p>











Year 7 Pastoral Team: Head of Year - Mrs Crosley crosley@heles.plymouth.sch.uk Pastoral Support Manager - Mrs Keen keen@heles.plymouth.sch.uk
Senior Leader Link - Mrs Crawford crawfords@heles.plymouth.sch.uk plus the Year 7 Tutor Team

JANUARY RETURN INFOGRAPHIC

	<p>TIMINGS OF THE DAY The Year 8 school day starts at 8.40am and ends at 3.00pm. The first day on site for Year 8 is Monday 18th January. Remote learning at home starts Monday 4th January.</p>		<p>EQUIPMENT CHECK Students must bring all stationery and equipment (their Super 6) in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their purple lanyards with ID badge.</p>
	<p>ALLOCATED EGRESS POINT Year 8 students must enter the school site using the Plymbridge Road gate. Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.</p>		<p>BREAK 1: 11.00am-11.30am A snack cart is accessible for Year 8 only in the Main Hall. All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in the Science area.</p>
	<p>HAND WASHING HOT SPOT Year 8 should use the Science toilets for hand washing.</p>		<p>BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch in the Main Hall and refill their water bottles in the Science area.</p>
	<p>SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.</p>		<p>UNIFORM Students must wear their full school uniform with pride. A light underlayer beneath a school shirt is recommended, as well-ventilated learning spaces can become chilly at times! Face masks are expected to be worn (unless exempt) in all communal areas and corridors, including classrooms, unless in the outside Year 8 zone.</p>
	<p>YEAR 8 ZONE Year 8 Tutor will be located in the Science area. The Science area and immediate surrounds, including the Main Hall area, will be used as social space for Year 8.</p>		<p>TOILETS Year 8 should use the toilets in the Science block.</p>











Year 8 Pastoral Team: Head of Year - Mrs Skingle skingle@heles.plymouth.sch.uk Pastoral Support Manager - Mrs Parker parkerg@heles.plymouth.sch.uk
Senior Leader Link - Mrs Crawford crawfords@heles.plymouth.sch.uk plus the Year 8 Tutor Team

JANUARY RETURN INFOGRAPHIC

	TIMINGS OF THE DAY The Year 9 school day starts at 8.40am and ends at 3.00pm . The first day on site for Year 9 is Monday 18th January . Remote learning at home starts Monday 4th January .		EQUIPMENT CHECK Students must bring all stationery and equipment (their Super 6) in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their orange lanyards with ID badge.
	ALLOCATED EGRESS POINT Year 9 students must enter the school site using the Plymbridge Road gate. Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.		BREAK 1: 11.00am-11.30am A snack cart is accessible for Year 9 only in the Piazza . All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in the English block .
	HAND WASHING HOT SPOT Year 9 should use the English block toilets for hand washing.		BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill their water bottles in their designated zone in the English block .
	SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.		UNIFORM Students must wear their full school uniform with pride. A light underlayer beneath a school shirt is recommended, as well-ventilated learning spaces can become chilly at times! Face masks are expected to be worn (unless exempt) in all communal areas and corridors, including classrooms, unless in the outside Year 9 zone.
	YEAR 9 ZONE Year 9 Tutor will be located in the English block . The area outside English and playground between the Sports Hall and P16 block, as well as the Piazza, will be used as social space for Year 9.		TOILETS Year 9 should use the toilets in the English block .











Year 9 Pastoral Team: Head of Year– Miss Prifti prifti@heles.plymouth.sch.uk Pastoral Support Manager - Mrs Adamson adamson@heles.plymouth.sch.uk
 Senior Leader Link – Ms Clapham clapham@heles.plymouth.sch.uk plus the Year 9 Tutor Team

JANUARY RETURN INFOGRAPHIC

	TIMINGS OF THE DAY The Year 10 school day starts at 8.40am and ends at 3.00pm . The first day on site for Year10 is Monday 18th January . Remote learning at home starts Monday 4th January .		EQUIPMENT CHECK Students must bring all stationery and equipment (their Super 6) in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their blue lanyards with ID badge.
	ALLOCATED EGRESS POINT Year 10 students must enter the school site using the West Gate on Seymour Road (Larkham Lane end). Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.		BREAK 1: 11.00am-11.30am A snack cart is accessible for Year 10 only in the West Quad . All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in the West Quad .
	HAND WASHING HOT SPOT Year 10 should use the West Quad toilets for hand washing.		BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill their water bottles in the in their designated zone in the West Quad .
	SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.		UNIFORM Students must wear their full school uniform with pride. A light underlayer beneath a school shirt is recommended, as well-ventilated learning spaces can become chilly at times! Face masks are expected to be worn (unless exempt) in all communal areas and corridors, including classrooms, unless in the outside Year 10 zone.
	YEAR 10 ZONE Year 10 Tutor will be in classrooms centred around the West Quad . The West Quad and play area at the front of School will be used as social space for Year 10.		TOILETS Year 10 should use the toilets in the WeSt Quad .











Year 10 Pastoral Team: Head of Year– Mrs Aldersley aldersley@heles.plymouth.sch.uk Pastoral Support Manager – Miss Glasspoole glasspoolek@heles.plymouth.sch.uk
 Senior Leader Link – Ms Clapham clapham@heles.plymouth.sch.uk plus the Year 10 Tutor Team

JANUARY RETURN INFOGRAPHIC

	TIMINGS OF THE DAY The Year 11 school day starts at 8.40am and ends at 3.00pm . Remote Learning starts on Monday 4th January . The first day on site for Year 11 is Monday 11th January .		EQUIPMENT CHECK Students must bring all stationery and equipment (their Super 6) in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their red lanyards with ID badge.
	ALLOCATED EGRESS POINT Year 11 students must enter the school site using the East Gate on Seymour Road (Stonebarton Road end) . Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.		BREAK 1: 11.00am-11.30am A snack cart is accessible for Year 11 only outside the Fitness Suite (Community Sports entrance) . All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Refill water bottles in the East Quad .
	HAND WASHING HOT SPOT Year 11 should use the East Quad toilets for hand washing.		BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill their water bottles in the in their designated zone in the East Quad .
	SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.		UNIFORM Students must wear their full school uniform with pride. A light underlayer beneath a school shirt is recommended, as well-ventilated learning spaces can become chilly at times! Face masks are expected to be worn (unless exempt) in all communal areas and corridors, including classrooms, unless in the outside Year 11 zone.
	YEAR 11 ZONE Year 11 Tutor will be located in classrooms around the East Quad . The East Quad and playground between the Sports Hall and Staff Room area, will be used as social space for Year 11.		TOILETS Year 11 should use the toilets in the East Quad .











Year 11 Pastoral Team: Head of Year– Mr Carwardine carwardine@heles.plymouth.sch.uk Pastoral Support Manager - Mrs Watts watts@heles.plymouth.sch.uk Senior Leader Link – Ms Clapham clapham@heles.plymouth.sch.uk plus the Year 11 Tutor Team

JANUARY RETURN INFOGRAPHIC

	TIMINGS OF THE DAY The Year 12 school day starts at 8.40am and ends at 3.00pm . The first day on site for Year12 is Monday 18th January . Remote learning at home starts Monday 4th January .		EQUIPMENT CHECK Students must bring all stationery and equipment in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Lanyards should be worn with ID badge.
	ALLOCATED EGRESS POINT Year 12 students must enter and exit the school site using the Trelawney Road gate (side entrance). Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.		BREAK 1: 11.00am-11.30am A snack cart is accessible for Sixth Form students only in the Post-16 Centre . All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in Post-16 .
	HAND WASHING HOT SPOT Year 12 should use the Post-16 toilets for hand washing.		BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill water bottles in their designated zone in Post-16 .
	SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.		CLOTHING Post-16 students should follow the dress code for Sixth Form , as usual. Well-ventilated learning spaces can become chilly at times, so dress in appropriate layers! Face masks are expected to be worn (unless exempt) in all communal areas & corridors, including classrooms, unless in the outside Year 12 zone.
	YEAR 12 ZONE Year 12 lessons will be located in the Post-16 Centre or in specialist teaching rooms . The Library may be used for independent study. The Post 16 lower floor will be used as social space for Year 12 in break 1 and 2.		TOILETS Year 12 should use the toilets the Year 12 toilets in the Post-16 Centre .

Year 12 Pastoral Team: Director of Post-16 – Mr Stone stonek@heles.plymouth.sch.uk Pastoral Leader - Mrs Curtis curtis@heles.plymouth.sch.uk plus the Year 12 Tutor Team

JANUARY RETURN INFOGRAPHIC

	<p>TIMINGS OF THE DAY The Year 13 school day starts at 8.40am and ends at 3.00pm. Remote learning starts on Monday 4th January. The first day on site for Year 13 is Monday 11th January.</p>		<p>EQUIPMENT CHECK Students must bring all stationery and equipment in a school bag. Sharing equipment is not allowed, unless under teacher direction and if sanitised thoroughly. Students must wear their lanyards with ID badge.</p>
	<p>ALLOCATED EGRESS POINT Year 13 students must enter and exit the school site using the Trelawney Road gate (side entrance). Face masks should be worn when entering/leaving the school site. Exit point should be the nearest exit to period 5 lesson.</p>		<p>BREAK 1: 11.00am-11.30am A snack cart is accessible for Sixth Form students only in the Post-16 Centre. All students are encouraged to bring their own snack and/or packed lunch and drink, wherever possible. Water bottles can be refilled in Post-16.</p>
	<p>HAND WASHING HOT SPOT Year 13 should use the Post-16 toilets for hand washing.</p>		<p>BREAK 2: 1.30pm — 2.00pm Students may choose to eat their snack/packed lunch and refill water bottles in their designated zone in Post-16.</p>
	<p>SANITISING STATIONS All students will hand sanitise when entering and leaving the building and classrooms. Hand gel bottles are located across the school site at egress points and in all classrooms.</p>		<p>CLOTHING Post-16 students should follow the dress code for Sixth Form, as usual. Well-ventilated learning spaces can become chilly at times, so dress in appropriate layers! Face masks are expected to be worn (unless exempt) in all communal areas & corridors including classrooms, unless in the outside Year 13 zone.</p>
	<p>YEAR 13 ZONE Year 13 lessons will be located in the Post-16 Centre or in specialist teaching rooms. The Post 16 Centre may be used for independent study. The upper floor in Post 16 will be used as social space for Y13 during break 1 & 2.</p>		<p>TOILETS Year 13 should use the Year 13 toilets in the Post-16 Centre.</p>

Year 13 Pastoral Team: Director of Post-16 – Mr Stone stonek@heles.plymouth.sch.uk
plus the Year 13 Tutor Team

Pastoral Leader - Mrs Curtis curtis@heles.plymouth.sch.uk