



St Aidan's Catholic Academy

'We believe that God has created each person to celebrate life to the full'



Re-opening St Aidan's Catholic Academy to Year 10 students - 15th June 2020

Information for Year 10 and Keyworker Students and Parents

These protocols have been agreed on the basis of the information available at this time. Should further information come to light, or any circumstances change, these protocols are subject to change. You will be notified of any changes as soon as is practicably possible.

Where the procedures or practices outlined in this Protocol are different from those in our normal school policies, this document supersedes those policies until such time that we are able to return to the normal running of St Aidan's Catholic Academy.

For information, St Aidan's Catholic Academy will be applying the guidelines on clinically extremely vulnerable (shielding) and clinically vulnerable people to our staff and students:

(<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>)

If you have any queries please contact Mrs Hogg:

(<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#should-i-keep-my-child-at-home-if-they-have-an-underlying-health-condition-or-live-with-someone-in-a-clinically-vulnerable-group>)

The Bubble Model

The Bubble Model, pioneered in New Zealand, is designed to create small protective groups of people to limit infection. It is being used in Danish schools which have re-opened. Classes are split into small groups, with as little cross-over between groups of students as possible, staggered times of the school day, social distancing and stringent hygiene measures. In our school this is how we will use the Bubble model:

- Students will be allocated to a bubble which will be allocated its own area of the building. Students will not move between bubbles.
- Students must use only the allocated areas of the school grounds for their bubble.
- Staff will be allocated to a bubble. Staff will not move between bubbles, except when a teacher is unwell and cover is required.
- Staff should minimise movement as far as possible, whilst recognising that there will be a need to use some communal areas and facilities.
- Each cohort will have allocated toilet and handwashing facilities. Students should not use other toilets.
- At the end of the day each area will be deep cleaned.



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The areas used by each cohort are as follows:

Bubble	Area/Building	Day	Gate for Arrival	Time of arrival	Day end
Blue	108/109/111	Tuesday	Rear Entrance	8.30am	12.00pm
Black	221/222/223	Tuesday	Main Entrance	9.15am	1.00pm
Green	122/124/125	Thursday	Rear Entrance	9.15am	1.00pm
Red	104/105/106	Thursday	Main Entrance	8.30am	12.00pm
Key Worker	314/310/311 and Upper Room	Monday	Main Entrance	9.30am	3.30pm
		Tuesday	Main Entrance		
		Wednesday	Main Entrance		
		Thursday	Rear Entrance		
		Friday	Main Entrance		

- Students should arrive at the site individually.
- Students must arrive promptly at their designated gate:
 - Students in the Blue and Green bubbles will need to be dropped off / arrive at the back gates to the school on Tunstall Road.
 - Students in the Black and Red bubbles will need to be dropped off / arrive at the front gates to the school on Willowbank Road.
- Students must only arrive at the site at the times indicated above.
- Students must not enter the site without being directed to do so.
- Only Students who have pre-registered with school will be allowed to attend, this includes Key Worker Children. Non registered students will be sent home.
- Parents must not drive onto the school site when dropping off and collecting their children.
- Students arriving on bikes in the Green and Blue bubbles can secure bikes to the back yard fence.

Social Distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does social distancing mean in a school context?

Social Distancing means making changes in your everyday routines in order to minimise close contact with others, including:

- avoiding crowded places and non-essential gatherings.
- avoiding common greetings, such as handshakes.
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



How you can practice Social Distancing outside of school?

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- use technology to keep in touch with friends and family If possible
- use food delivery services or online shopping
- exercise at home or outside
- work from home if possible

Remember to:

- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm or a tissue (which you then put in a bin)
- avoid touching surfaces people touch often
- avoid touching your face
- wear fresh clothes each day and wash clothing as soon as you can

If you are concerned you may have COVID-19:

- isolate yourself from others as soon as you have symptoms
- if you are at school, notify a member of staff or a colleague and move to the allocated isolation room. Parents should immediately organise a test via public health and inform the school within 48hrs of the result.
- if you are able to, go home immediately and avoid taking public transport
- stay home and follow the current advice around self-isolation
- contact your GP or 111 if you are concerned. For more information:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Respiratory Hygiene (catch it, bin it, kill it)

Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable yellow bags and immediately clean your hands with soap and water or use a hand sanitiser.

On arrival

- Once on the academy yard students will be directed to a designated area that they **must** remain in prior to entering the building.
- The designated area will be marked with a cross which students are to stand on.



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- Students arrive individually and stand on the designated 'x' on the allocated yard. Register and packed lunch orders taken.
- All students will be asked to wash hands for at least 20 seconds or sanitise their hands as soon as possible on arrival.
- After handwashing, all students will be escorted to classrooms where they will be seated at their own desk.
- Students will keep the same desk each day they attend.
- Each desk will have essential equipment on it. Equipment must not be shared. Students will use the same folder for all their work. It will remain on the desk and will not be shared. It will be placed under the chair at the end of the day.
- Students are not to bring any other equipment with them/get unauthorised equipment out on the desk.
- All students will then be briefed in their classroom each day about hygiene rules and social distancing.

Travelling to school

- If you have symptoms of coronavirus (high temperature and new persistent cough) – your son should stay at home for 7 days and take a test.
- Walk, cycle or get dropped off by someone in your household if possible. Use Public Transport as a last option.
- If you have to use Public Transport, make sure you plan your journey. Check timetables as most providers are running a reduced service.
- Children should keep their distance from others who are not in their household, where possible when travelling to school. Public Health England recommends [keeping a 2 metre distance from others](#). If this is not possible on public transport, students should avoid physical contact, face away from others, and keep the time spent near others as short as possible.
- When traveling on public transport students should wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible. Face coverings used for travelling **MUST** be thrown away or placed in a sealable plastic bag ([provided by parent](#)) before entry to school building.
- Students should **not** travel in groups to the Academy.
- Students should not congregate outside the school gate.
- If parents drop students off at school, please use the correct gate and do not leave the car or enter the premises.
- Wash your hands before you leave the house and when you arrive at school.

Uniform

- Students must wear PE kit at all times; this must be **washed** before return to school.
- Students are **not** to arrive in any other casual wear. P.E kit will enable students to partake in all the activities of the day and also ensure that they are instantly recognisable as St Aidan's students to the wider public.
- Jewellery of any kind is not permitted, including watches.
- Arriving in alternative attire would result in being asked to leave the site.



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- Long hair must be tied back.
- Students will not bring bags or other equipment into school; any jackets will be stored in identified lockers on arrival.
- Students **must** bring a filled water bottle each day.
- Students are not permitted to wear any form of PPE on the academy site.

If a student is unwell or injured

- If a student is injured, feels unwell or has symptoms of Covid-19, they will be isolated from other students and staff immediately.
- Staff administering first aid or dealing with an unwell student will wear gloves, apron, eye cover and face mask at all times.
- Admin staff will then arrange for students to be collected.
- A senior leader will escort a student to the designated gate when a parent / carer arrives.
- Parents should immediately organise a test via public health and inform the school within 48hrs of the result.

Leaving school

- Students must wash their hands before they leave site.
- Students will be dismissed from the gate through which they entered.
- Staff will accompany students to the gate.
- Students must **not** travel home in groups.
- Parents or carers must not enter the site.

It is important that you realise that teachers are in the position of parents/guardians while you are in the academy. It is essential to follow all protocol procedures to ensure the safety of students, staff and their families. If at any time students fail to follow the protocols outlined or act in a manner that jeopardises the culture of the academy or the safety of others they will be required to leave the premises immediately and a fixed term exclusion will result. (For further details, please see the [Academy Behaviour Policy and Addendum to St Aidan's Catholic Academy Behaviour Policy](#) and [DfE guidance for Parents](#)).