



## Full re-opening of the Academy Safety information for all parents and carers



### Safety Measures to Reduce the Risk of Transmission and Based on Government Advice

#### Travel to and from school

- If possible, pupils should walk or cycle to school.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please email your sons Head of House.
- If travelling on public transport pupils must wear a face covering. On arrival to school they must dispose of the covering or place in a sealable plastic bag (provided by parents) before entering the site.
- Where possible we encourage pupils to walk or cycle to school. Pupils must bring a bike lock to school. Y7 & Y9 can lock bikes at the front of the school, Y8 & Y11 can lock bikes on the rear yard, Y10 on the Briery yard.
- Pupils should **not** travel in groups to the Academy.
- Pupils should not congregate outside the school gate but travel singularly.
- If parents drop pupils off at school, please use the correct gate and avoid congregating.

For further detail please visit our website.

#### Drop off and Pick up

- We understand that new Year 7 parents will be anxious to see their son at the end of the day, however under the circumstances, we request that parents should avoid congregating at the school gates.
- Pupils should arrive at the site individually.
- Pupil will arrive at / leave school in a given time slot, please see table attached. Pupils must arrive at their designated gate. The Academy will be operating additional entrances during this period
- Staff will be at the different entrances to instruct pupils on entry to school to the entry path they should follow.
- Once on the academy yard pupils will be directed to a designated area that they **must** remain in prior to entering the building.

#### Uniform and Equipment

- Full uniform should be worn at all times. There is no requirement for uniforms to be cleaned any more than usual.
  - Haircuts including stepped, undercut, tramlines, extremely close-cut styles (Number 2 or above) or any pattern shaved into the hair or hair dye are not permitted. Long hair should be tied back from the face. No lines in eyebrows.
  - Trainers and boots must not be worn only formal black leather shoes, no suede.
  - Black or dark grey socks only.
  - House Badges should be worn on Left Lapel.
  - Shirts tucked in at all times.
  - Ties should be fastened up to the neck properly and reasonable length.
  - Coats should not be worn indoors and removed immediately on entry to the building.
  - Jewellery is not allowed in the Academy and will be confiscated for collection at the end of the school day by the pupil: wrist watches are allowed.
  - Every pupil should have a bag to carry books and equipment to and from school every day.
  - Pupils should be properly equipped for every lesson.
  - Pupils must bring the correct kit and equipment for PE and practical lessons.
- Pupils are to carry their school bag containing all equipment:
  - **A small pack of tissues.**
  - A clear pencil case containing:
    - 2 black pens
    - 2 green pens

- All pupils will be asked to wash hands for at least 20 seconds or sanitise hands as soon as possible on arrival.
- Pupils will be dismissed from the exits marked on the attached table.

- Pencils
- Rubber
- Ruler
- Scientific Calculator (Casio FX83-GTX or FX85-GTX). **No calculators can be loaned out.**
- DEAR reading book
- PE Kit (on the days they have PE)
- Re-usable water bottle
- Pupil Planner
- 100% Book
- Pocket Dictionary
- Learning Journal
- Pupils should bring a filled water bottle to school. Water machines will be switched off. Bottles of water can be purchased at lunch time.
- Please ensure that all long hair is tied back to reduce risk of viral transmission.
- We request that pupils **do not** wear face masks or coverings **whilst in school**, if masks are worn for the journey to school we ask that these are disposed of or placed in a sealable plastic bag (provided by parents) on arrival.

#### **Bubbles:**

- In order to minimize risk, the academy has separated the site into five separate year group areas (bubbles). Each bubble has physical partitions that cannot be crossed and each bubble has its own entrance, exit, toilets and hand-sanitiser facilities. The bubble structure helps the school to reduce the number of people, pupils and staff have contact with each day therefore ensuring the safety of your son. See attached sheet.
- Each ‘bubble’ will have its own entrance and exit and handwashing stations.
- After lining up on the yard in form groups, pupils will be guided to their ‘bubble’ and will remain in that ‘bubble’ for the duration of the day, leaving for lunchtime, breaktime or physical activity. Pupils will work in their classes within their Year Group bubble.
- Each bubble will have a staggered start and end to the day to ensure that pupils enter and exit at different times.
- Parent visits are by appointment only.

#### **Hygiene and cleanliness**

- Pupils will wash/sanitise their hands on entry to their Year Group bubble and will be reminded to wash/sanitise their hands frequently during the day.
- Tissues are available in each classroom. Pupils should adhere to the ‘Catch it, Bin it, Kill it’ principle at all times, and avoid touching their faces, noses etc. whilst at school.
- Pupils will receive regular verbal reminders encouraging them not to touch their mouth, eyes and nose
- Classrooms, toilets and doors will be cleaned regularly, throughout the day.
- Classroom doors and windows will be kept open to aid ventilation.
- Visual reminders, such as posters and corridor partitions, will be used too, to reinforce the hand washing/sanitising message and method and ensure pupils understand which areas of the building that they can access.

### **Social Distancing - In the Classroom**

- Pupils must remain at a 2 metre distance from adults, where possible.
- Although not needed within the classroom we ask that all pupils adopt a sensible approach to social distancing in all areas of the school.
- All tables will face forward and pupils will sit side by side.
- Pupils will not share any frequently used equipment or resources with other pupils.
- Pupils must stand and formally greet staff when they enter the classroom during lesson change over.
- Whole school activities, such as assemblies, **will not** take place.
- Visual reminders will be present in all classrooms and corridors reminding staff and pupils of the need for good respiratory hygiene and the importance of social distancing.
- In the classroom, pupils should not move from their designated area at any time unless instructed to do so by a member of staff
- In the classroom, pupils should avoid physically interacting with anyone in the classroom at any time.
- When the teacher talks to the whole class pupils should remain silent, concentrate and track the teacher.
- Pupils should continue to work hard and complete all work to the best of their ability.
- Pupils will not leave the classroom unless instructed to move towards outdoor learning space by staff.
- Windows and doors will be open at all times to improve ventilation.

### **Use of toilets**

- Each Year Group bubble group will be allocated specific toilets for use.
- Toilets will only be accessible at the beginning and end of the school day as well as break or lunch. Pupils will not be permitted to leave the classroom unless absolutely necessary.
- Pupils will hand sanitise before using the toilet.
- Pupils will wash hands, using soap, for 20 seconds after use of the toilet. Guidance should be adhered to at all times.
- Pupils should dry hands using the paper towels provided. Used towels must be placed in the bin.
- Pupils should adopt a sensible to social distancing when queuing to use the toilet.

### **Lunch Time**

- Lunch will be served in allocated areas for each year group bubble. See attached sheet.
- Pupils will be issued with a card to pay for items using a contactless system.
- Pupils will be charged £1 for a replacement card should they lose it.
- Accounts are to be topped up online via The School Gateway. No cash will be accepted.

### **Using outside areas**

- We are keen that the pupils have time outdoors, with their year group bubble. This is good for their physical and mental wellbeing at this time.
- There will be timetabled outdoor break as part of the daily structure.
- When outdoors, pupils will only mix with pupils from their own year group, maintaining appropriate social distancing where possible.
- This means they will not have contact with pupils from other Year Group bubbles during break and lunch times.
- Pupils will hand sanitise prior to going outside and on entry back into the classroom.
- Pupils will be reminded of the importance of social distancing whilst outdoors too.

### **First Aid**

- Each year group bubble will have a first aider they can call upon.
- If pupils feel unwell, they must let their teacher know.
- The teacher will follow the appropriate protocol to isolate the pupil in order to reduce risk to others.
- A separate isolation room will be designated and equipped for the event of a member of the school falling ill.
- Pupils falling ill during the school day will need to be collected by a parent immediately.

<p><b>PE</b></p> <ul style="list-style-type: none"> <li>• PE will take place outdoors.</li> <li>• Pupils must bring full St Aidan’s PE kit for school on the day they have PE. No other sports wear is permitted.</li> </ul>	<p><b>Enrichment</b></p> <ul style="list-style-type: none"> <li>• Some enrichment activities will take place in consistent group bubbles.</li> </ul>
<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• All pupils are now expected to attend full-time.</li> <li>• Pupils who are shielding or live with someone who is shielding, are now able to return to school.</li> <li>• Some pupils who remain under the care of a health care professional may need to discuss their care with their health professional before returning to school in September.</li> <li>• If, on the advice of those professionals, a child remains unable to attend school they will have access to remote education. Their absence will not be penalised.</li> <li>• Usual attendance policies and procedures will be resumed.</li> </ul>	<p><b><u>Covid19 Symptoms</u></b></p> <p><b>Pupils must not attend school if they, or anyone in their household, have any symptoms or have tested positive in the last 7 days.</b></p> <p>If pupils have any of the following symptoms they must stay at home and you should contact school to let us know:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fever or chills</li> <li>• New loss of taste or smell <ul style="list-style-type: none"> <li>• If your child is displaying Covid symptoms, please keep them at home for seven days, whilst the rest of the household self-isolates for 14 days.</li> <li>• It is parents’ responsibility to seek a test within 3-5 days of symptoms appearing (link on our website)</li> <li>• If a positive case is confirmed, the school will seek advice from the Health Protection Team before informing parents of next steps.</li> <li>• If a test proves negative, school will need proof of this result before the child returns to school.</li> <li>• The Health Protection Team and Public Health will decide on the appropriate outcome to any potential outbreak of the virus in the local area or school.</li> <li>• Please do not send any child to school who is at all unwell.</li> </ul> </li> </ul> <p><b>All staff and families will be expected to engage with the NHS Test and Trace process (please see separate sheet)</b></p>
<p><b>Home-Learning</b></p> <p><b>If school/area goes into lockdown:</b></p> <ul style="list-style-type: none"> <li>• Online home learning and assessment will be initiated immediately.</li> <li>• Lessons will be delivered through an online timetable, which mirrors the school day.</li> <li>• If a pupil is unable to return to school in September, then they will be given immediate access to remote home learning.</li> <li>• Home learning will no longer be an optional activity; pupils not attending school will be required to follow work set.</li> <li>• Teachers will continue to email set work, for home-learning, and this will be mirrored in the work completed at school.</li> <li>• Work will focus on consolidating, reinforcing and reviewing key knowledge and skills as well as introducing new curriculum content.</li> <li>• Work will also continue to prioritise pupil emotional wellbeing.</li> <li>• We are always happy to be given constructive feedback regarding home-learning, from parents and carers.</li> <li>• As teachers will be teaching in class all day, responses to home learning queries may not be as frequent. Please be patient as they will respond.</li> </ul>	

- Parents can support by Ensuring that each day your son logs in to TEAMS at the designated time and opens the relevant timetable.

### **Safeguarding**

If you have any safeguarding concerns please contact: Mrs Hogg, Senior Assistant Headteacher, through the Academy **phone number 5200333 or by email [gemma.hogg@staca.co.uk](mailto:gemma.hogg@staca.co.uk)**

There is also an addendum, for COVID-19, to our Safeguarding and Behaviour Policy, which is available to read on our Website.

### **NHS Test and Trace – need to check this is most up-to-date guidance**

#### **Staff and parents/carers will need to be ready and willing to:**

- **book a test** if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including pupils under 5, but pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- **self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

#### **Parents and staff to inform the Academy immediately of the results of a test:**

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

**Entrance and Exit times – September 2020**

Year 7		Year 8-9		Year 10-11		Y12-13	
Arrival	8.20am	Arrival	8.30am	Arrival	8.20am	Arrival	8.50am
MM/ Period 1	8.30am	MM/Period 1/ DEAR	8.40am	MM/ Period 1	8.30am	Period 1:	9am
Break	9.40am			Break	9.40am	Break	9.40am
Period 2	10am	Period 2	10am (10 MINS DEAR)	Period 2	10am	Period 2:	10am
DEAR	11am	Break	11am	DEAR	11am	Break	11am
Period 3	11.20am	Period 3	11.20am	Period 3	11.20am	Period 3:	11.20am
Period 4	12.20-2.10pm	Lunch	12.20pm	Period 4	12.20pm	Lunch:	12.20pm
Lunch	1-1.40pm	Period 4	1.00pm	Lunch	1.40pm	Period 4:	12.50pm
Period 5	2.10pm	Period 5	2.10pm	Period 5	2.10pm	Period 5:	1.50pm
Exit	2.50pm	Exit	3.00pm	Period 6/Exit	3.10pm	Exit	2.50pm

Year Group Arrangements						
7	8	9	10	11	12	13
<ul style="list-style-type: none"> <li>• Entry via main gate, turning left onto Y7 terrace.</li> <li>• Entry through main hall.</li> <li>• Break in main hall and Y7 terrace.</li> <li>• Lunch in main hall and Y7 terrace.</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via back gate.</li> <li>• Entry through dining hall corridor and up stairwell 2.</li> <li>• Break on rear yard.</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via main gate.</li> <li>• Entry on stairwell 1.</li> <li>• Break on main yard.</li> <li>• Lunch in main hall.</li> <li>• Exit via main gate.</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via Briery main gate, through the tunnel.</li> <li>• Enter via stairwell 4.</li> <li>• Break on main yard with Upper room for wet break</li> </ul>	<ul style="list-style-type: none"> <li>• Entry via back gate.</li> <li>• Entry via fire exit under staff stairwell.</li> <li>• Break on rear yard.</li> <li>• Lunch hot dining hall and rear yard.</li> </ul>	Briery Main Building	Briery Main Building

<ul style="list-style-type: none"><li>• Exit via main gate.</li><li>• Bikes to be locked to rack at Main reception</li></ul>	<ul style="list-style-type: none"><li>• Lunch hot dining hall and rear yard.</li><li>• Exit via rear yard.</li><li>• Bikes to be locked to metal fence of back yard.</li></ul>	<ul style="list-style-type: none"><li>• Bikes to be locked to rack at Main reception</li></ul>	<ul style="list-style-type: none"><li>• Lunch in main hall.</li><li>• Exit via main gate.</li><li>• Bikes to be locked to rack at Briery.</li></ul>	<ul style="list-style-type: none"><li>• Exit via rear yard.</li><li>• Bikes to be locked to metal fence of back yard.</li></ul>		
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