



**Full re-opening of the Academy – 8<sup>th</sup> March 2021**  
**Safety information for all parents and carers**



**Safety Measures to Reduce the Risk of Transmission and Based on Government Advice – Update February 22<sup>nd</sup> 2021**

**Travel to and from school**

- 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.
- 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.
- 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.

**Drop off and Pick up**

- 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.
- 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.

**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 or any pattern shaved into the hair or hair dye are not permitted. Cuts must be Number 2 or above. 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 face covering x2**
- A clear pencil case containing:
  - 2 black pens
  - 2 green pens
  - Pencils
  - Rubber
  - Ruler
  - Scientific Calculator (Casio FX83-GTX or FX85-GTX).
  - DEAR reading book

**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.
- Pupils and staff **must** adhere to social distancing rules – remaining at least 2m apart at all times where possible.

- PE Kit (on the days they have PE)
- Re-usable water bottle
- Pupil Planner
- 100% Book
- Pocket Dictionary

**No equipment or calculators can be loaned out.**

Pupils should bring a reusable water bottle – this can be filled at the water stations within each bubble.

Please ensure that all long hair is tied back to reduce risk of viral transmission.

**Face Coverings**

Face coverings must be worn by staff and pupils where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas.

**For a limited period, face coverings should be worn in classrooms and other teaching spaces, unless you are exempt or wearing a face covering will impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Government guidance will be followed at all times regarding the use of face coverings.**

Improper use of the face covering will be deemed as a serious incident and dealt with accordingly in line with our behaviour policy.

**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.

**Remote Learning**

**If students have to self-isolate or are CEV and cannot attend school:**

- Lessons will be delivered 'live' via Teams in line with the normal timetable.
- Lessons will follow the normal planned curriculum.
- Remote learning is **not** an optional activity; pupils not attending school will be required to follow work set.
- We will also continue to prioritise pupil emotional wellbeing and mental health.
- We are always happy to be given constructive feedback regarding home-learning, from parents and carers.
- 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.
- Parents can support by ensuring that each day your son logs in to TEAMS at the designated time and opens the relevant timetable.

**Social Distancing - In the Classroom**

- Pupils must remain at least 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. Collective worship will be delivered through Morning Meeting each day.
- 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.

**Lunch Time**

- Lunch will be served in allocated areas for each year group bubble. See attached sheet.
- Pupils must use the payment card provided to pay for items using the 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.
- Face coverings do not need to be worn outside.
- Pupils will be reminded of the importance of social distancing whilst outdoors too.

**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.

**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.

**PE**

- PE will take place outdoors.

**Enrichment**

- Some enrichment activities will take place in consistent group bubbles.

- Pupils must bring full St Aidan's PE kit for school on the day they have PE. No other sports wear is permitted.

#### **Attendance**

- All pupils are now expected to attend full-time – this is a mandatory requirement.
- Pupils who live with someone who is shielding, are now able to return to school.
- 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 on March the 8<sup>th</sup>.
- 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.
- Usual attendance policies and procedures will be resumed.

#### **Covid19 Symptoms**

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days.

If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

#### **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.

## Testing

Staff members, parents, carers and pupils will need to:

- book a test if they or their child has symptoms - the main symptoms are:
  - o a high temperature
  - o a new continuous cough
  - o a loss or change to your sense of smell or taste
- self-isolate immediately and not come to school if:
  - o they develop symptoms
  - o they have been in close contact with someone who tests positive for coronavirus (COVID-19)
  - o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
  - o they are required to do so having recently travelled from certain other countries
  - o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to- face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

For secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

## Home Testing

Pupils will be given their home testing kit when they take their 3<sup>rd</sup> test in school (Week Beginning 8<sup>th</sup> March). Testing should be carried out at home from Sunday the 14<sup>th</sup> of March, every Sunday and Wednesday evening. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.

Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.

Children aged 11 should be tested by an adult.

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

Staff and pupils should also share their result, whether void, positive or negative, with their school electronically to help with contact tracing – **further details on how to do this will be shared with all parents/pupils WB 8<sup>th</sup> of March**

Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance – 10 Days. They **must** also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school.

## **School Testing Timetable**

Pupil testing on-site will commence from the 1st March. Each pupil, with consent, will receive 3 tests, 3 to 5 days apart.

Date	Arrive 8.20am	Arrive 10.00am	Arrive 11.00am	Arrive 1.00pm
Monday 1 <sup>st</sup> March	Year 13	Year 12	Year 11	Year 9
Tuesday 2 <sup>nd</sup> March	Year 7		Year 8	Year 10
Wednesday 3 <sup>rd</sup> March				
Thursday 4 <sup>th</sup> March	Year 13	Year 12	Year 11	Year 9
Friday 5 <sup>th</sup> March	Year 7		Year 8	Year 10
Monday 8 <sup>th</sup> March	Year 11	Year 12	Year 13	Year 9
Tuesday 9 <sup>th</sup> March	Year 7		Year 8	
Wednesday 10 <sup>th</sup> March	Year 7, 8, 9, 11 12 and 13 pupils return to school at normal time.			Year 10

**Entrance and Exit times – September 2020 – July 2021**

Year 7		Year 8-9		Year 10-11		Year 12-13	
<b>Arrival (10)</b>	08:20	<b>Arrival (10)</b>	08:30	<b>Arrival (10)</b>	08:20	<b>Arrival (10)</b>	08:50
<b>MM / Period 1 (20)(50)</b>	08:30	<b>MM / Period 1 (20)(60)</b>	8.40	<b>MM / Period 1 (20)(50)</b>	08:30	<b>Period 1 (40)</b>	09:00
<b>Break (20)</b>	09:40	<b>Period 2 (60)</b>	10:00	<b>Break (20)</b>	09:40	<b>Break (20)</b>	09:40
<b>Period 2 (60)</b>	10:00	<b>Break (20)</b>	11:00	<b>Period 2 (60)</b>	10:00	<b>Period 2 (60)</b>	10:00
<b>Period 3 (60)</b>	11:00	<b>Period 3 (60)</b>	11:20	<b>Period 3 (60)</b>	11:00	<b>Break (20)</b>	11:00
<b>DEAR (20) w/P3 teacher</b>	12:00	<b>Lunch (40)</b>	12:20	<b>DEAR (20) w/P3 teacher</b>	12:00	<b>Period 3 (60)</b>	11:20
<b>Period 4 (40)(30)</b>	12:20-14:10	<b>DEAR w/P4 teacher (20)</b>	13:00	<b>Period 4 (80)</b>	12:20	<b>Lunch (60)</b>	12:20
<b>Lunch (40)</b>	13:00-13:40	<b>Period 4 (50)</b>	13:20	<b>Lunch (30)</b>	13:40	<b>Period 4 (60)</b>	13:20
<b>Period 5 (40)</b>	14:10	<b>Period 5 (50)</b>	14:10	<b>Period 5 (60)</b>	14:10	<b>Period 5 (60)</b>	14:20
<b>Exit</b>	14:50	<b>Exit</b>	15:00	<b>Period 6 / Exit (60)</b>	15:10	<b>Exit</b>	15:20

**MM – Morning Meeting**

### 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> <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>• Entry via back gate.</li> <li>• Entry through dining hall corridor and up stairwell 2.</li> <li>• Break on rear yard.</li> <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>• 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> <li>• Bikes to be locked to rack at Main reception</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> <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>• 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> <li>• Exit via rear yard.</li> <li>• Bikes to be locked to metal fence of back yard.</li> </ul>	Briery Main Building	Briery Main Building