

Hinckley Academy and John Cleveland Sixth Form Centre



Autumn Opening: Student and Parent(s)/Carer(s) Handbook August 2020

(Arrangements will be reviewed daily and maybe subject to change. Parent(s)/carer(s) will be notified of any changes as soon as is possible)

Dear Students and Parent(s)/Carer(s)

Re: Information for Whole Academy Opening in August

We hope you have had a restful summer break and have been keeping safe and well. As we move towards opening in August, we would like to take this opportunity to thank all parent(s)/carer(s) for their commitment in ensuring that we managed to support each other and also our students during these difficult times. Since schools were closed to the majority of our students on 23rd March we have been through two phases.

Phase One: We limited our opening to children of key workers and vulnerable students. This phase ran from 23rd March through to 12th June with significant challenges that included providing FSM vouchers and remote learning experiences at such short notice.

Phase Two: We continued our limited opening whilst gradually opening more widely to year groups 10 and 12 from 15th June. In preparing to open schools more widely HAJC6 prioritised the following principles:

- Ensuring the safety of students, parent(s)/carer(s) and staff
- A commitment to the welfare and wellbeing of students and staff

This phase included communications with parent(s)/carer(s) prior to and throughout phase 2 to enable them to understand the safety protocols.

We are about to enter **Phase Three** and this will be a direct response to the guidance issued by the Department for Education on 2nd July *Guidance for full opening: Schools - 2 July 2020* and then the subsequent guidance published on 27 July 2020:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We appreciate that the situation may be causing some anxiety and uncertainty for students and parent(s)/carer(s), not least because time is short as we race towards opening for the new academic year. This handbook is the first step in communicating to you all that has taken place to ensure we are COVID-19 compliant for all students and staff to safely return.

All Health and Safety audits, action plans and risk assessments have been determined by the following statement in the DFE guidance: “***Schools should ensure that they implement sensible and proportionate control measures which follow the Health and Safety hierarchy of control to reduce the risk to the lowest reasonably practicable level***” to enable us to continue providing a high-quality education for all our students.

We hope this handbook reassures students and parent(s)/carer(s) alike that comprehensive planning has been undertaken to ensure we are safe to open in August following all Department for Education and Health and Safety guidance.

We ask that students and parent(s)/carer(s) take the time to go through this comprehensive handbook to ensure all students are fully prepared for their return.

If you have any queries please contact the following members of staff:

Y7	Ms Bull (Assistant Principal) vbull@hajc.leics.sch.uk or Mrs Wright (acting Director of KS3) kwright@hajc.leics.sch.uk
Y8	Mrs Wright (acting Director of KS3) kwright@hajc.leics.sch.uk
Y9	Mr Bennett Director of KS3/4 nbennett@hajc.leics.sch.uk
Y10	Mr Bennett Director of KS4 nbennett@hajc.leics.sch.uk
Y11	Mr Bennett Director of KS4 nbennett@hajc.leics.sch.uk
Y12	Mr Boast Director of KS5 mboast@hajc.leics.sch.uk
Y13	Mr Boast Director of KS5 mboast@hajc.leics.sch.uk

We look forward to welcoming our students back to the academy on a phased return from the 27th August onwards to fully support them in returning to school.

Team HAJC6

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1. Preparations for Opening

Preparations for opening the academy have been ongoing since the 15th July in consultation with Health and Safety professionals and other organisations to ensure that we minimise all risks for students, parent(s)/carer(s) and staff. We have adopted the system of controls and a set of actions as outlined in the DFE guidance. This system of controls is grouped into 'prevention' and 'response to any infection'. They are:

Prevention

1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<i>All staff and parent(s)/carer(s) to be given a letter/annexe in this handbook advising them of how to access COVID-19 antigen testing and NHS test and trace.</i>
2	Clean hands thoroughly more often than usual	<i>Posters throughout the academy; hand sanitisers in each classroom and communal areas; toilets in each zone where possible. Staggered start to the term for each year group to include stringent hygiene routines. Students are encouraged to bring in their own hand sanitisers for their personal use only</i>
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<i>Posters around the academy, each classroom to have supplies of tissues and a pedal bin with lid. Students are encouraged to bring in their own tissues for their own use only and to dispose of used tissues in the pedal bins.</i>
4	The academy has been 'deep-cleaned' by a professional cleaning company and we will introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach and disinfectant.	<i>Each class and communal areas to have disinfectant sprays and disposal cloths; fogging machine purchased for swift disinfecting of rooms; additional professional cleaners appointed whilst students are on site), for enhanced cleaning throughout the day. We ask that parent(s)/carer(s) reinforce the message that students must not drop litter under any circumstances as this could be a transmission risk, but dispose of litter in bins provided.</i>
5	Minimise contact between individuals and maintain social distancing wherever possible	<i>2m perimeter around teacher station marked out; each year group in zones with own social area (please see attached map).</i>
6	Personal protective equipment (PPE) available for staff.	<i>There will be two rooms in Health and Wellbeing with one for non COVID-19 illnesses and the other a dedicated COVID-19 room with enhanced cleaning. Students do have the option of wearing a mask but they must provide their own. Health and safety guidance stipulates that once a mask is worn it cannot be removed (e.g. put into a school bag or pocket) then put on again and taken off again etc. as this increases the risk of transmission to themselves. The DFE and our recommendation is that students do not wear masks as the will be in their own year group and zone and mixing with other year groups will be minimised.</i>

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 has been properly considered by school leaders and we have put in place measures that suit the academy. In essence, we will seek to minimise contact and create distancing wherever possible, while delivering an appropriate curriculum.

Response to any infection

7	Engage with the NHS Test and Trace process	<i>All staff and parents to be given a letter advising them of how to access COVID-19 antigen testing and NHS test and trace.</i>
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<i>Guidance states that schools must contact PHE East Midlands (we also need to notify the local authority) who will then advise of next steps and actions to be taken – this may not necessarily result in students being sent home or the academy closing. The East Midlands Team is based in Nottingham. Should a year group need to be sent home or the academy need to be closed, then this would only happen following full consultation with the Chairs of Trustees based on PHE advice.</i>
9	Contain any outbreak by following local health protection team advice	

Numbers 7 to 9 must be followed in every case where they are relevant

It should be noted that the list of actions above is not exhaustive or definitive and that further actions may need to be taken as appropriate. We will continue to work on the principle of control measures being **sensible and proportionate** for our academy.

2. Student Risk Assessment and Wellbeing

A full Risk Assessment for the opening of schools during COVID-19 for the Autumn term based on current government guidance has been comprehensively completed and reviewed by the Leicestershire Health and Safety Office to ensure we are fully compliant. The Risk Assessment has also been approved by the Trustees of HAJC6 as per the legislation.

Student risk assessments have been carried out under the following hazard (something with a potential to cause harm) headings:

- **Coming into contact with individuals who are unwell**
- **A student shows symptoms of COVID-19 whilst in school**
- **Use of public transport/school buses**
- **Removing face masks/coverings on arrival at school**
- **Physical distancing not being carried out at arrival time**
- **Use of toilet areas**
- **Physical distancing not being carried out within the classroom**
- **Sharing equipment**
- **Physical distancing not being carried out at break time**
- **Physical distancing not being carried out at lunch time**
- **Physical distancing not being carried out at departure time**
- **Physical distancing not being carried out during Assembly**

To cater for student wellbeing, we are introducing a recovery curriculum so that:

- All students are safe, secure and are able to re-establish the habit of learning
- Students are fully equipped mentally, emotionally, and academically
- Students are able to re-engage and rebuild relationships between students and staff as well as peer relationships

This will then enable us to provide a full curriculum to address gaps in home learning and to continue to extend knowledge and skills as well as providing a sound basis for examination preparation for years 11 and 13.

3. Students showing symptoms of COVID-19 whilst in school

Any student showing symptoms of COVID-19 will be escorted (or sent if not possible to be escorted) to the COVID-19 dedicated H&W room where they can be isolated behind a closed door with appropriate adult supervision. Parent(s)/Carer(s) will be contacted so that they can come into the academy to take their child home.

The area around the student with symptoms will be cleaned and disinfected after they have left and enhanced cleaning of the room will take place once the student has left the room. A fogging machine will be used to disinfect area.

Everyone will wash their hands thoroughly for 20 seconds with soap and hot running water and use hand sanitiser after any contact with someone who is unwell.

4. Uniform including face masks and PE kit

The DFE guidance encourages all schools to return to their uniform policies. The guidance stipulates that “uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal”. Therefore, our Trustees have approved that **all students will return in their full school uniform**. However, to minimise risk, students will need to come dressed in their full HAJC6 PE kit on the days that they have practical PE and practical Dance. Should there be abuse of this provision, we will revert back to students arriving in full school uniform every day and change into PE kit prior to their lesson. Although students do have the option of wearing a mask, they must provide their own. Health and safety guidance stipulates that once a mask is worn it cannot be removed (e.g. put into a school bag or pocket) then put on again and removed again etc. as this increases the risk of transmission to themselves. The DFE and our recommendation is that students do not wear masks as they will be in their own year group and zone and mixing with other year groups will be minimised.

5. Attendance and COVID-19

The DFE has stipulated that attendance for all students is mandatory from the Autumn term. Please see **Annexe A: Attendance and absence protocol**, which includes how to recognise symptoms of COVID-19 and NHS Test and Trace as well as information on local lockdown and remote learning. We appreciate that these will be anxious times and we will endeavour to support all of our students and families to return to school.

6. Arrival at and departure from the academy

Date	24/8	25/8	26/8	27/8	28/8
	Staff Only	Staff Only	Staff Only	Year 7 *	Year 7 Year 11*
Date	31/8	1/9	2/9	3/9	4/9
	Bank Holiday	Year 7 Year 8* Year 11 Year 12*	Year 7 Year 8 Year 10* Year 12	Year 7 Year 8 Year 9* Years 12 and 13*	Years 7-13

When students return for their 1st day back (*), they will be greeted at the school gates and directed to their zone. There will be staff posted at various points throughout their route to guide them safely. Once in their zone, they will be assembled in their existing tutor groups and be collected by their new form tutor who will spend the day with them working on well-being activities to support rebuilding relationships and learning routines that may have been lost.

Following government guidance, we encourage all our students to either walk or cycle to school where it is safe and appropriate to do so. The following link takes you to the ‘fix your bike’ voucher scheme. <https://www.gov.uk/guidance/fix-your-bike-voucher-scheme-apply-for-a-voucher>.

Students who cycle to school must wear a safety helmet.

To ensure that we minimise the risk of transmission **parents will not be allowed to drive onto the site to drop off or collect students. The top gates will be closed and staffed at the start and end of the school day.** If bringing your child to school by car is unavoidable, please drop them off some distance from the academy with students walking the last part of the journey (‘park and stride’). Please use a similar arrangement for collection. **In line with the COVID-19 risk assessment, parents are NOT permitted to come on site except by prior arrangement by ringing reception. We request that ALL parents adhere to this to avoid potential difficult conversations and to minimise risk to all students and staff.**

The gates at Woodland Road will remain locked while the COVID-19 risk measures are in place.

Arrival times for each year group:

To comply with COVID-19 Health and Safety requirements, we are staggering the arrival times of different year groups. Please refer to the map for the relevant gate for each year group and Annexe B for further details.

We ask that:

- Year 7 to be on site for 8:15am. Students enter the site through the right hand top pedestrian gate and make their way to the Y7 zone via the gates by the tennis courts. *Upon arrival on their first day, Year 7 students will be greeted by staff and shown where to go, their tutor will then show them where to enter the school site when they arrive on subsequent days.*
- Year 8 to be on site for 8:20am. Students enter the site through the right hand top pedestrian gate and make their way to the Y8 zone via the gates by the tennis courts.
- Year 9 to be on site for 8:15am. Students enter the site through the left hand top pedestrian gate and make their way to the Y9 zone via the gates by reception.
- Year 10 to be on site for 8:20am. Students enter the site through the left hand top pedestrian gate and make their way to the Y10 zone via the gates by the turnstile.
- Year 11 to be on site for 8:25am. Students enter the site through the right hand top pedestrian gate and make their way to the Y11 zone via the gates by the turnstile.
- Year 12 to be on site for 8:25am. Students enter the site through the left hand top pedestrian gate and make their way to the Y12 zone via the gates by reception.
- Year 13 to be on site for 8:45am at the latest and go straight to period 1. Students enter the site through the left hand top pedestrian gate and then through the turnstile.

Any student arriving by bus or minibus should go straight to their appropriate zone.

Staff will be posted throughout the academy to direct students to their relevant path, entrance gate and zone.

Students will practise their arrival to and departure from the site as part of their induction day.

Sixth form students will not be allowed to bring their cars onto the site until a permit has been approved.

Please note that these arrangements are in place to reduce the possibility of transmission and will be reviewed daily and may be subject to change.

Departure times for each year group:

- Year 7 will be escorted off site at 2:45pm. However, we will look to change this time to 2.50pm from w/b 7th September.
- Year 8 will be escorted off site at 2:50pm
- Years 9 and 10 will be escorted off site at 2:55pm
- Years 11, 12 and 13 will leave at the normal time of 3.00pm

In line with the COVID-19 risk assessment, parents are NOT permitted to come on site except by prior arrangement by ringing reception. We request that ALL parents adhere to this to avoid potential difficult conversations and to minimise risk to all students and staff.

7. Public transport/school minibuses

As per government guidance, all students over the age of 11 must wear a mask on the journey at the start of the day and another mask on the return journey.

On arrival to the academy, students using public transport remove their face mask/covering and place in double bagged bins at the drop-off point and wash their hands thoroughly.

Reusable face coverings are placed in a plastic bag that can be taken home with them. They must wear a different one on the return journey.

For students travelling on the Beaver bus, please see the link for the social distancing risk assessment <https://beaver-bus.co.uk/policy-procedure/>

For students travelling on HAJC6 minibuses, we will be taking sensible and proportionate control measures. We cannot allocate a minibus to each year group so the following provisions have been put in place:

- Minibuses to be allocated to one pick up / drop off point
- Seating behind driver to remain vacant
- Allocate seats to students in year bubbles as far as practically possible
- Follow the mask protocols as outlined above
- Each minibus/driver provided with masks/gloves/hand sanitisers/disinfectant and disposable cloths
- Cleaning of minibuses to be part of the enhanced cleaning rota

The Leicestershire Health and Safety Office has agreed that these measures are sensible and proportionate as far as practicably possible.

8. Zones and lessons

Students will be taught in zoned classrooms for the majority of their lessons to minimise the mixing of year groups. Some practical lessons will need to be taught in specialist, non-zoned rooms to meet curriculum content requirements.

Students **will need to bring** their own equipment in a plastic pencil case, including glue stick, and must **NOT** share their equipment with anyone else.

For the safety of all students and staff, it is imperative that students follow all instructions given to them by staff. See *Annexe B: Protocols for returning after lockdown - FAQs*

9. Break and lunch times

Students will remain in their year group bubble during social times in their designated social space. We ask that parents reinforce with their child the importance of staying in their social space to minimise the risk of transmission.

Catering services will resume with the academy reopening. There will be a packed lunch service available. Students will need to order their packed lunch in the morning and Caterlink will deliver the food to their zone for lunch time. As Caterlink is an independent business, please ensure that your child has adequate funds in their account. Lunch will be provided if your child has a free school meal (FSM). Students will not be able to purchase any food for break time. It should be noted that for the foreseeable future hot food will not be available. However, we will continue to review our circumstances and when it is safe to do so, we will introduce hot food again into the lunchtime service.

We have allocated toilets to zones. We encourage students to use these at break and lunch times but understand that there may be emergencies. There will be enhanced, more frequent cleaning of the toilets.

Behaviour that wilfully undermines the safety measures that the academy has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.

Annexe A

Attendance and Absence Protocol – Guidance for Parents 2020-21

On Friday 7th August, the Department for Education (DfE) released the following guidance to schools regarding attendance to school [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2020 to 2021 academic year](#). This is supplementary to the non-statutory [school attendance: guidance for schools](#). Full school policies can be found on the school website.

Below is a summary of the guidance, which will be the policy that Hinckley Academy adheres to from Monday 24th August 2020:

Attendance expectations

From the start of the autumn term 2020 *pupil attendance will be mandatory* and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

This category is for the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation, *no parent will be penalised for following official public health advice* for their child not to attend school on a given day *so long as this is clearly stated to the school using the normal absence procedures*.

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19). View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
- Pupils who have symptoms should self-isolate and get a test.

To be eligible for a test, the test must be carried out within five days of symptom onset. The test will only tell if a pupil has Coronavirus, not if they've previously had it, and no test will be carried out after five days of symptom onset as there is a risk that the result will not be accurate. The main symptoms of Coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

It remains the case that tests are not available to people who have not developed symptoms. This is because a positive result from an asymptomatic test is accurate, whilst a negative one is much less so. If you are asymptomatic, the test can confirm you have the virus, but cannot confirm that you do not have it.

NHS test and trace

As you will be aware the NHS test and trace service forms a central part of the Government's Coronavirus (COVID-19) recovery strategy, which seeks to help the nation return to normal as soon as possible, in a way that is safe and protects the NHS and social care sector. Guidance in respect of the service can be found here: [NHS test and trace: how it works](#)

You can help in the following ways:

1. If pupils develop symptoms:

You must continue to follow [the rules to self-isolate](#) with other members of your household and/or support bubble, and arrange a test to find out if your child has Coronavirus. Anyone you live with, and/or anyone in your support bubble, should also get a test if they have symptoms.

2. If pupils test positive for Coronavirus:

You must share information promptly about your child's recent contacts through the NHS test and trace service to help the service to alert other people who may need to self-isolate.

If your child tests positive for Coronavirus you **must notify the academy by ringing the absence hotline.**

Find out about [being contacted by NHS Test and Trace after testing positive for Coronavirus](#).

3. If you are contacted by NHS Test and Trace:

If your child has had close recent contact with someone who has Coronavirus, **your child must self-isolate if the NHS test and trace service advises you to do so.**

Text messages will come from the NHStracing. Calls will come from 0300 0135000.

If a ***pupil tests negative*** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.

If a ***pupil tests positive***, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.

If **someone in the pupil's household has symptoms, the household should self-isolate** and the member of their household should get a test.

If the ***member of the household tests negative***, the pupil can stop self-isolating and can return to school.

If the ***household member tests positive***, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms.

In all cases of self-isolation, we ask parents to inform us immediately about the outcome of a test. Hinckley Academy will not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance for full details.

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The [NHS test and trace](#) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

View [guidance on shielding and protecting extremely vulnerable persons from Covid-19](#).

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents should then share with the school.

Hinckley Academy will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school.

Local lockdown

If rates of the disease rise locally, we may need to prevent some pupils from attending. Hinckley Academy will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), Hinckley Academy will immediately offer them access to remote education. Students, assuming that they are well enough, must complete the work that is set remotely. Paper copies of work will be available for students who do not have access to remote technology. We will keep a record of, and monitor engagement with these activities.

We request that parent(s)/carer(s) contact the school before 8.15am to inform us of an absence. If the absence is COVID-19 related, could you please specify this and the specific details so that we can record this appropriately and begin providing remote education for the required period of time. There is either a dedicated email address to report a student's absence which is: studentabsence@hajc.leics.sch.uk or you can report an absence by dialing 01455 632183 and selecting option 1 (report an absence) then option 1 again for student absence.

Annexe B

Protocols for returning after lockdown – FAQs

We recognise as an academy that students returning after such a long time at home presents a unique and challenging set of circumstances. We accept that students will take time to settle in and establish themselves in a routine and that it will feel strange for them to be back in school and in classrooms with their peers. Some students may feel anxious or nervous about their return to school and so extra pastoral care and support will be available on request.

As a result, we have put together this FAQ sheet to help answer any questions you and your child may have and also to help alleviate any anxieties. There are some additions and amendments to school rules for students to follow. Significant consideration has been given to the following FAQs to ensure the safety of students and staff and should be taken very seriously. Please go through these FAQs with your child before they return to school from 27th August 2020.

How will Physical (Social) Distancing work?

We will follow the government guidance on Social Distancing. Students should respect the 2m rule. All 2m markings in classrooms and around the academy should be followed without exception at all times. There should be no physical contact between students such as hugging or 'bumping'.

In classrooms students must follow instructions from staff at all times, this is especially important with regards to seating instructions and entering and leaving classrooms, to avoid any risk of transmission. Additionally, students must not touch the work, working space or property of other students and should not be sharing any equipment including pens and mobile phones.

Behaviour that wilfully undermines the safety measures that the academy has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly.

Examples might include:

- Deliberately ignoring the physical distancing measures put in place by the academy
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

Will classroom lessons be different and have any of the rules changed?

Classrooms will all be arranged in rows with seats facing the front (except some practical subjects). The rules will be the same but some will be enforced more strictly or have more serious consequences due to the risk that they pose in transmitting COVID-19. Behaviours that should not happen in the classroom include:

- Turning around to face/talk to students on rows behind
- Touching the personal property or working space of another students
- Shouting/talking across the classroom
- Getting out of your seat without the teachers permission

There will also be an even bigger focus on minimising disruptions in lessons to allow all students to progress after such a large period of time without direct teacher interaction. The vast majority of students will return to school eager to learn from their teachers. Considering the stress and worry that this extended period of time away from learning in school has caused, those students who deliberately prevent this from happening will be sanctioned swiftly and appropriately.

What are the procedures in place for arriving and leaving the academy?

- Students will arrive at their designated time and use their designated path and gates to enter the site. If the gates are closed students must come through reception following all physical distancing measures. Students arriving on bikes will need to **lock** their bikes in the bike shed. Students will need to make their way to their zone and whilst waiting, students must take into consideration all markings

for physical distancing. Students being dropped off by parent(s)/carer(s) will need to arrange a drop off point away from the academy.

- Please note that at the end of the academy day, there will be no facility for students to stay on site to wait for friends. Students will be escorted off site unless their departure time is at 3pm. Students waiting to be picked up by parents must arrange a pick up point away from the academy.

What are the hygiene routines in place?

- Students will be encouraged to wash their hands at regular intervals following the 20 second method
- Students will use the toilets in their zone and observe the rules for the number of students in the toilets at any one time
- Students will need to use hand sanitisers located around the academy site. These can be found in all the corridors and outside classes. There will also be hand sanitisers in each of the teaching classrooms. If students have their own hand sanitiser they will be allowed to apply it at regular intervals
- Students are encouraged to bring their own tissues to school so they can cover their mouth if they cough or sneeze. Students will follow the 'catch it, bin it, kill it' routine for disposing of tissues. For safety reasons, tissue boxes will not be available in classrooms
- Students will be reminded to avoid touching their mouth, nose and eyes with their hands
- Students will keep their hands to themselves and not touch other students or staff

What equipment will be required?

- Students will need to come to school **fully equipped** and ready to learn. As it is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten, students should bring to school at least two pens, two pencils a ruler and a calculator.
- Students will need to bring only essential items such as a school bag and lunch boxes and avoid sharing these with other students

What are the uniform rules?

- DFE guidelines stipulate that it is safe to wear full school uniform, therefore the Trustees have taken the decision that students will arrive to the academy wearing full school uniform. However, to minimise risk students will need to come dressed in their full HAJC6 PE kit, on the days that they have practical PE and practical Dance. **Should there be an abuse of this provision, we will revert back to students arriving in full school uniform every day and change into PE kits prior to their lesson.**
- The academy rules for piercings and make up remain unaltered. The only permitted item of jewellery is one stud earring in the lower lobe of each ear and a small discrete nose stud. Make up should be discreet with no nail varnish or false nails allowed.
- Students will need to bring their lanyard with them, to be able to print work if necessary

Are mobile phones allowed?

- The rules on mobile phones remain unchanged, in short, they should not be seen or heard on the academy site or within the school building during lesson times unless agreed by the member of staff to be used for learning. Students must not pass their mobile phones to each other.

Where will lessons take place?

- Students will work in their designated classroom in their zone and will not enter any other classrooms. Students will use the hand sanitiser provided when entering and leaving their classrooms.
- Students will work at designated desks/tables as directed by the class teacher following the physical distancing guidance. They will be seated side by side and be front facing at all times. They will not be able to sit at another student's desk/table.
- There will be a 2m perimeter around the teacher desk that students must not enter.
- Students will walk to/leave classrooms and walk along the left-hand side of corridors in a single file maintaining physical distancing. The corridors have been marked out to help with physical distancing. Where applicable students will follow the one way system.
- Students will need to walk past other students in the corridor and continue walking to their destination without stopping to maintain physical distancing.

What about breaks and lunch times?

- Students will remain in their designated social space at break and lunch times.
- Caterlink will provide a packed lunch service for lunchtimes only.
- Students will follow all instructions regarding the out of bound areas. Significant sanctions will be applied for deliberate/repeated incidents of being out of their designated zone.
- Students will walk along the left-hand side of corridors in a single file maintaining physical distancing in order to use toilet facilities. The corridors have been marked out to help with physical distancing. Where applicable, students will follow the one way system.
- Students will need to walk past other students in the corridor and continue walking to their destination without stopping to maintain physical distancing.

What if my child feels unwell?

- Students will need to follow the hygiene guidance for coughing and must not cough, sneeze or spit towards any other person.
- Students will inform an adult if they are feeling unwell or experiencing any symptoms of coronavirus such as a persistent cough, high temperature or loss/change to smell and/or taste.
- Students displaying COVID-19 symptoms will be sent to the dedicated COVID-19 room in the Health and Wellbeing suite, to await collection by parent(s)/carer(s). This room will be deep cleaned once the student has left.
- Students with non-COVID-19 illnesses/injuries will go to a separate room in the Health and Wellbeing suite.
- Students will follow all instructions given by an adult administering first aid.