



**RE-OPENING  
INFORMATION FOR PARENTS,  
CARERS AND STUDENTS  
V4**

**September 2020**

***Please help us to keep your child and all our young people and staff safe by stressing to your son/daughter the importance of following these rules.***

## Introduction

On 2<sup>nd</sup> July 2020, the government set out guidance for a return of all students, full time from the beginning of the Autumn term. Returning to school is vital for children's education and wellbeing. We are advised that the risk to children of becoming seriously ill with COVID-19 is very low and that 'the balance of risk is now overwhelmingly in favour of children returning to school'.

This booklet is in response to this guidance and includes our strategy to support the return of all children considering.

The safety of our students and staff is paramount and has guided all of our thinking. All government guidance has been closely followed and we continue to comply with Health and Safety law through our risk assessments and proportionate control measures.

**If you wish to discuss any concerns you have about our proposals, please contact the relevant Year Manager, Senior Pastoral Manager or Achievement Leader. Contact details can be found on our website.**



<b><u>Contents</u></b>		
<b>SECTION</b>	<b>ITEM</b>	<b>PAGE</b>
1	Health and Safety	4
2	Beginning of Term	5
3	Organisation of Year Groups – Bubbles	5
4	Getting to and arriving at the Academy	6
5	Movement around school	7
6	Inside classrooms	7
7	What will lessons look like?	8
8	Break/lunch arrangements	9
9	Leaving the Academy	9
10	After school activities	10
11	Visitors, including Parents/Carers	10
12	Attendance	11
13	Behaviour expectations	12
14	Uniform and personal appearance	12

## 1. Health and Safety

The government has set out that schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. We have reviewed our health and safety risk assessments and drawn up plans for September that address the risks identified using the system of controls set out below. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

We aim to reduce contact by:

- grouping students together in year group bubbles;
- avoiding contact between these bubbles;
- arranging classrooms with forward facing desks;
- staff maintaining distance from students and other staff as much as possible.

In simple terms, social distancing, together with regular handwashing, will reduce the risk of the infection spreading.



### **Falling ill at school or showing the symptoms of COVID-19**

If a student shows symptoms:

- If a student falls ill at school with a new continuous cough or a high temperature, or experiences a loss of or change in their normal sense of taste or smell, they will be required to wear a mask and be isolated until a parent is able to collect them.
- Parents/carers will be contacted and advised to contact NHS 119.
- We expect all parents/carers to order and carry out a test as soon as possible.
- Once a test has indicated a negative response, the person will be welcomed back into the Academy.

### **Contingency Planning and Enforced Absence from School**

Following advice for the local public health team we will inform staff as soon as possible and parents of a year group or whole school closure via letter, social media and the website.

Whether students are absent due to a localised lockdown, self-isolation or other absence, there will be an expectation that all students will continue learning through the Virtual Learning Environment (VLE) or if online learning is not possible, then paper resources will be made available.

## **2. Beginning of Term**

In order to best support our students in returning to the Academy, we are planning a staggered return. Individual days will enable us to support the students' reintegration back into the Academy. This will allow students to come to fully understand the design and plan for a safe return. It will also allow us time to speak with students and identify any support that may be required.

### **Student transition**

- Thursday and Friday 3<sup>rd</sup> and 4<sup>th</sup> September – **Year 7 and Year 12 Only**
- Monday 7<sup>th</sup> September – **Year 13 and Year 8**, with Year 7 and Year 12
- Tuesday 8<sup>th</sup> September – **Year 9**, with Year 7, Year 12 and Year 13
- Wednesday 9<sup>th</sup> September – **Year 10**, with Year 7, Year 12 and Year 13
- Thursday 10<sup>th</sup> September onwards – **all year groups back**

## **3. Organisation of Year Groups**

Each year group will operate as a 'bubble' and will not mix with another year group as a whole. Each year group will be expected to remain in their year group 'bubble'. Year groups will therefore enter at a different point of the site and have a different arrival time. Zones will be allocated toilet facilities and computer access whether this be computer rooms or laptops.

Each year group will have an allocated route to access their area and when moving around the Academy. These routes are designed to limit the students of different year groups meeting.

## **4. Getting to and Arriving at the Academy**

### **On the way to the Academy**

Students should make their way to the Academy in the normal way. We would ask that on their journey to school they are mindful of the social distancing expectations of people that are not in their year group bubble and the general public.

### **Transport expectations**

School transport will operate the usual routes and times – face covering is not required. In line with regulations for use of public transport, students will be expected to wear face covering when travelling to and from school and hands should be cleaned prior to boarding the bus. While, it is not possible to operate individual buses for year groups, we are exploring how seating areas per year group could be identified on buses. We ask that students are mindful of the social distancing expectations and respectful of the safety of all on the bus. Transport entitlement can be withdrawn if there is wilful ignoring of seating positions and disrespect for the safety of others.

### **Arrival at the Academy**

Start of the day will have a staggered arrival with each year group having a holding area:

**8:15-8:30 arrival** – Year 7, 11, 12&13

**8:30-8:45 arrival** – Year 8, 9, 10

We ask that you support us in reinforcing these year group arrival times for your child(ren).

Separate entrances into the Academy building will be allocated to year groups. Staff will be on duty to supervise students and there will be hand sanitizer to use on entry. Students should then move to the holding area for their year group to be escorted up to their allocated year group zone.

### **Face coverings**

If students arrive at school with a face covering and wish to remove it, they must either dispose of it on entry or put it in a bag. Although staff and students are advised, at this stage, that they do not have to wear a face covering, if students choose to wear a covering it must either be a new one or one that has been previously washed and must be worn correctly.

Year Group	Entrance	Waiting Area
7	PE Entrance 1	Year 7 – ½ of Sports Hall
8	PE Entrance 2	Year 8 – ½ of Sports Hall
9	Theatre Doors	Year 9 – Theatre
10	Student Reception	Year 10 – Atrium (coffee area)
11	Middle Entrance in the yard	Year 11 – Atrium (main area)
6 <sup>th</sup> Form	Main Entrance	Sixth Form Area

## 5. Movement around the Academy



Movement for all year groups will be greatly limited, with Y7 and Y8 having all their lessons in the same allocated classroom and their teachers will come to them. For Y9, Y10, Y11 and 6<sup>th</sup> Form, there will be limited movement to their option subjects. Wherever possible we have contained these lessons to the allocated year group zone. However, when students do need to move around we expect them to keep to the left and follow the instructions of staff as to which direction to move in. Students should ensure that they sanitise their hands on entry and exit of a classroom.

## 6. Inside Classrooms

Students will be allocated a desk and will remain at the desk throughout the session. Wherever possible, students will remain in the classroom and staff will move. Students should not bring any equipment to school with them as they will be provided with stationery and they must not share this equipment with anyone in another bubble. Regular cleaning of all rooms will take place. We would encourage students to avoid bringing a bag unless absolutely necessary. Students may bring a water bottle to school.



## **7. What will Lessons Look Like?**

Learning will look very different in the first few weeks of term as we attempt to re-engage children, not just with all the subject areas but also with strategies to access how to learn again. We will spend the first few weeks of the term welcoming our children back to education. We know that there are many different feelings about returning and it will be our job to attempt to mitigate against all negative emotions while embracing and building upon the positive.

As we progress through the term, it is hoped that we will gradually feel our way through a more 'normal' curriculum delivery.

Year 7 students will not be put in ability sets to begin with until we have carried out some assessments.

### **Classrooms**

- All desks will face the front of the class wherever possible.
- Where classrooms, such as DT rooms have grouped tables children and staff may be expected to wear a visor or face covering.
- Classrooms should be filled up from the back and exited from the front to avoid any crossover.
- Each classroom will have a bottle of hand sanitiser, face masks, gloves, apron and sanitising wipes/spray and paper.
- Classrooms will be cleaned regularly.
- Workshops and food technology areas will operate with additional safety measures such as plastic screens and visors.

### **Physical Education**

- We will not be able to provide a PE lesson as has previously been held. Students will be given the opportunity to participate in some form of activity at least once per week.
- Contact sports are also not allowed and any equipment that is used will be cleaned regularly.
- In line with current DfE expectations, changing rooms cannot be used and children will not change for PE.\*
- Students who have PE will come into school in PE kit that day or Dance kit if they have Dance.

*\*However, this may change prior to September and if it does we will let you know.*



## **8. Break/Lunch Arrangements**

Students will go directly to their break/lunch venue from their classroom. Toilets will be available and supervised by staff in or near students' venues. Year groups will remain separate. Venues will be cleaned after each year group has used it ready for another year group.

### **Break and Lunch Areas:**

<b>Year Group</b>	<b>Break Venue</b>	<b>Lunch Venue</b>
7	Main Atrium	Main Atrium
8	Main Atrium	Main Atrium
9	Theatre	Theatre
10	Café Area	Café Area
11	Café Area	Café Area
12/13	Sixth Form Area	Sixth Form Area

### **Buying food and drink**

Our caterer, Mellors, has advised us that whilst they will be able to provide food and drink at break and lunchtimes, due to health and safety measures, they will need to modify their offer to students.

### **Paying for food and drink**

We are strongly advising parents/carers to pay for school lunches via parentpay. If students continue to pay for their school lunches by using the onsite cash collection machines, this increases the cross-contamination risk. Should you require any assistance regarding the use of parentpay please contact [enquires@consettacademy.org.uk](mailto:enquires@consettacademy.org.uk) before the end of term. We are working on a contactless payment solution for both parents and students. When this facility is available we'll let you know.

### **Toilets**

- Student toilets will operate on a 'two persons at a time' basis.
- The toilets will be cleaned on a regular rota.

## **9. Leaving the Academy**

To help ensure students remain in their year bubble we will dismiss them by year group from 2.40pm. Students should leave the Academy via their given exit and we would encourage them to leave the school site and not mix with other year groups and not wait outside the school gate to ensure that year groups are able to exit the school safely.

Transport provided by DCC for students will operate in the usual way with drop off in the morning and pick up in the afternoon being the same time as before schools closed in March.

Student Exits:

<b>Year Group</b>	<b>Break Venue</b>	<b>Time (approximately)</b>
7	Bottom of the Y7 staircase	2:40
8	Bottom of the 6 <sup>th</sup> form staircase	2:45
9	Bottom of the PE stairs.	2:50
10	Bottom of Art stairs	2:55
11	Student Reception	3:00
12/13	Main Reception	3:05

## **10. After School Activities**

Unfortunately, at the moment, we are unable to offer any after school activities. If this is going to pose a significant issue, please contact the relevant Year Manager, Senior Pastoral Manager or Achievement Leader. Contact details can be found on our website.

We are looking at a Catch-up programme that will run for Year 11 students and selected students in other years between 3:15 - 4:15pm. More details to follow on this.

## **11. Visitors, including Parents/Carers**

During the Autumn and Spring terms, visitors will be kept to a minimum and only pre-booked visitors will gain access to the site. Pre-booked visitors arrival time will be arranged so as not to coincide with student/staff arrival/departure times. On entry all visitors must wash their hands in the first available washroom.

To ensure we keep the academy as safe as possible we will not be able to admit any parent/carer without pre-booking an appointment with the relevant member of staff. As always, Year Managers will have their mobile phones with them and will respond to emails.

## 12. Attendance

It is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing and wider development.

**School attendance will therefore be mandatory again from the beginning of the autumn term.** This means from that point, the usual rules on school attendance will apply, including:

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

### **Students who are shielding or self-isolating**

We now know much more about coronavirus (COVID-19) and so fewer children and young people are being advised to therefore, the majority of students will be able to return to school. However, we acknowledge that:

- a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in a local area, students (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- some students no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will be able to offer access to remote education through TEAMS, which was launched during the summer term.

Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

**All other students must attend school.**

If you have any concerns about returning to school, please contact the relevant Year Manager, Senior Pastoral Manager or Achievement Leader. Contact details can be found on our website.

### 13. Behaviour Expectations

Following the lockdown there will be additional 'basic' expectations to our usual high standards of behaviour. These will encompass the need for good 'health and safety behaviours to prevent the spread of COVID-19'. **Mutual respect, politeness and following instructions, first time, every time** underpin our Behaviour and Rewards Policy and will remain a basic expectation for every student. However, we recognise that 'good' behaviour' must be taught, rewarded and modelled, and that has never been more important than now.

**Anti-social behaviour** which put others at **risk** will not be tolerated. For example, deliberately coughing in another person's face, making malicious statements about the virus, refusing to socially distance where required, or refusing to wash hands are not acceptable and will jeopardise the placement at school. **Given the seriousness of the current situation and the limitations this imposes regarding the behaviour support we do not have the same level of facilities to manage behaviour on site. If a student repeatedly continues to behave in an unsafe manner breaching health and safety regulations or any aspect of our behaviour policy we will have no choice but to contact parents/carers and ask them to take their child home likely resulting in a fixed term exclusion (FTE).**

### 14. Uniform and Personal Appearance

On return to school in September, we do expect students to have full school uniform. By wearing uniform, it allows students to change as soon as they arrive home. Please refer to our website for uniform expectations.

However, we do understand that the current situation may lead to some families not being able to buy the blazer and/or PE top for the beginning of term due to sizing or financial reasons. Therefore, for the first month we will not strictly enforce our uniform code for these items. Students will have until Monday 5 October to buy the school blazer and the school PE top.

**All students will be expected to have the correct trousers or skirt, shirt and shoes and for PE we would expect them to have blue or black sports leggings or trousers accompanied with a plain white, blue or black t-shirt.**

A reminder that jewellery is not permitted and all 'usual' personal appearance expectations remain in place.

***In anticipation, we would like to thank you for your support and co-operation whilst we endeavour to ensure our school site and building is safe for everyone to work in.***