

Table of Contents:

1. Introduction
2. Rationale
3. First Week of September Term 2020
4. Timings of the day
5. Arrival and Departure from School
 - a. Arrival
 - b. Departure
6. Physical Organisation of the Academy
7. Break, Lunchtime and Line Ups
8. Mentor Time and Mentoring Expectations
 - a. Mentor group rota and classrooms
 - b. Mentoring Expectations
 - c. Seating plans
9. Uniform
10. Teaching and Curriculum
 - a. Books, Resources, Marking and Feedback
 - b. Intervention
11. Behaviour
 - a. Systems and Routines
 - b. Mobile Phones
 - c. Student Expectations of unsupervised classroom time
 - d. Reintegration Room and Detentions
 - e. Record Books
 - f. Attendance & Punctuality
 - g. Social distancing routines
12. SEN
 - a. Support Groups
 - b. LSA Support
13. Planning for Partial or Complete Closure
 - a. Plan B
 - b. Connectivity
 - c. Food provision for FSM
14. Parents and Visitors to the Academy
 - a. Meetings
 - b. Pick up / drop off
15. Cleaning Schedule
 - a. Cleaners
16. COVID Response to any infection
17. Fire

1. Introduction

The Department for Education has issued guidance that states all schools should be ready to welcome back all students as of September 2020. In this guidance it states that having all students return to a full time timetable for the new academic year will be due to the prevalence of COVID-19 having decreased, the implementation of an NHS test and trace system, and the important role that schools play in the education and wellbeing of children.

As a member of the Oasis family, we know that this period of learning will have been detrimental to all our students but especially our disadvantaged students. As a community, we must work hard to safeguard our children and their future learning opportunities, and this can be most effectively achieved by having the students in the Academy building. However, as COVID-19 has not been eradicated from this country, and because we are still in the middle of a global pandemic, it is vital that we make some key changes to the running of the Academy to do all we can to minimise the risks for all staff and students.

This document outlines the planned changes that the Academy will be making from September, along with how these plans will be communicated and shared.

2. Rationale

The steps documented in the rest of this guide have been primarily implemented with the aim of minimising the risk of COVID-19 transmission, and with the safety of all staff and students as the top priority.

In order to keep staff and students safe we have aimed to address the following points throughout our planning:

- Social distancing for staff from students and other adults.
- Minimising the amount of mixing that occurs between students' group (different year groups) by establishing and maintaining year group bubbles.
- Maximise opportunities for handwashing and hand sanitisation throughout the day.
- Minimising the amount of movement, or the number of times students need to move around the Academy.
- Enabling students to still receive the same broad and balanced curriculum throughout their schooling.
- Keeping systems simple.

It is important to note that many of these changes are in place to help us cope with our current environment and exist primarily whilst we work in this situation. As soon as we can revert to 'normal', we will review the impact of these changes and make such decisions.

3. First Week of September Term 2020

All students will have been out of physical school and the routines that go with it for up to six months. In order to help all students adjust to returning to attending the Academy we will run the following induction week for all year groups. The aim of this is to allow us to focus on a



September 2020- Parent & Student Guide to Returning

year group at a time to help them to adjust to being back at the Academy and all of the new routines and guidelines they will need to follow.

Students will not follow timetables on these days, however they will be expected to be in the Academy for the duration of the Academy day, which is set out in the next section. Year groups are only to attend on the days listed; on days when students are not in the Academy for this first week, work will be set for them to do at home.

	Monday 7 th September 2020	Tuesday 8 th September 2020	Wednesday 9 th September 2020	Thursday 10 th September 2020	Friday 11 th September 2020
Year groups to attend:	Year 7 Year 11	Year 7 Year 8 Year 11	Year 7 Year 9 Year 11	Year 7 Year 10 Year 11	Year 7 Year 8 Year 9 Year 10 Year 11

The start time for the first week of term will not vary; all students will be expected to arrive as per our staggered arrival times set out in the following section. The only exception to this will be Year 7 who will be allocated specific arrival times for their first week of term by mentor group. This will be confirmed directly with Year 7 parents.

All students will be expected to be in the Academy every day from **Friday 11th September 2020**.

4. Timings of the Day

In order to implement necessary health and safety measures throughout the Academy day, the length of the Academy day will need to be lengthened by 20 minutes. This is due to:

- In order to allow students out of bubble classrooms at break and lunch, a staggered approach to these times of the day to minimise the potential number of students mixing at any one time.
- In order to allow enough time for all students to wash their hands at both break and lunch, and for the social distancing measures that must be incorporated into these arrangements, we will need to lengthen both break and lunch times by 10 minutes.

Therefore, the Academy day will finish at 3.20pm rather than 3pm. This also enables us to ensure that all students still receive the same amount of teaching time, and by extending the day we have not had to compromise this in order to make necessary changes.

Timings of the Academy day:

Please note: for the first two weeks of term students in Years 7 & 8 will arrive between 8.25-8.45am whilst we assess how busy public transport is. All other arrangements for these year groups remain the same.

	Year 7	Year 8	Year 9	Year 10	Year 11
7.45 - .8.25am	Staggered arrival to Academy	Staggered arrival to Academy	Staggered arrival to Academy	Staggered arrival to Academy	Staggered arrival to Academy

8.30 – 9.20am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9.20 – 10.10am	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10.10 – 10.40am	Mentor	Break	Mentor	Break	Mentor
10.40 – 11.10am	Break	Mentor	Break	Mentor	Break
11.10 – 12.00pm	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.00 – 12.50pm	Lesson 4	Lunch	Lesson 4	Lunch	Lesson 4
12.50 – 1.40pm	Lunch	Lesson 4	Lunch	Lesson 4	Lunch
1.40- 2.30pm	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
2.30 – 3.20pm	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
3.10- 3.30pm	Staggered Dismissal	Staggered Dismissal	Staggered Dismissal	Staggered Dismissal	Intervention/ Staggered Dismissal

In order to ensure there is calm and controlled movement around the Academy building, we will remove all bells from ringing during the day other than the first bell at 8.25am. Staff will be responsible for monitoring the end of periods using classroom clocks, and students are not to move around the building until they have been directed to do so.

5. Arrival and Departure from the Academy

DfE guidance suggests it is best practice to implement staggered arrival to, and dismissal from school. This is to avoid large numbers of students travelling on public transport at key times, and to make sure their arrival and departure can be managed from a social distancing perspective. After weighing all the options carefully, we have decided not to formally stagger the arrival and departure time for the following reasons:

- Our students generally arrive at the Academy in a naturally staggered manner
- Over 80% of our students already arrive by walking or by car with a parent/carer meaning there is only a pressure on public transport travel from the school buses at the end of the day
- Staggering the start and end of the day as well as breaks puts a huge pressure on the timetable and would make it more likely that teaching time would have to be reduced
- It would make the end of the Academy day much later or mean we would have to compromise on learning time

a) Arrival

Students will be able to arrive at the Academy from 7.45am. On arrival they will come through their designated entrance:



September 2020- Parent & Student Guide to Returning

- **Year 7:** Wellbeing Doors (*staff will be ready to welcome Year 7 in their first week*)
- **Year 8:** Black Gates (then Student entrance 2)
- **Year 9:** Black Gates (then Student entrance 1)
- **Year 10:** Main Reception
- **Year 11:** Internet Café

Students will be welcomed, have their uniform checked, sanitise their hands, and will hand in their mobile phones. They will then proceed to their mentor room where they will need to remain until the start of the day at 8.25am. At 8.25am the bell will ring, directing students to be seated in their mentor rooms ready for the start of the day.

The Diner will be open until 8.15am for students if they wish to purchase breakfast. They will purchase breakfast and take it straight to their mentor rooms. This will be managed in a socially distanced manner. If students need to use the toilet, they will be directed to use the ones on the same floor as their mentor classrooms. The main toilet door will be propped open allowing duty staff to monitor during this time. All classroom doors will be propped open throughout the Academy day, allowing duty staff to monitor overall from the corridor.

b) Dismissal

Dismissal will be staggered between 3.10-3.30pm. The first classes to be dismissed each day will be those whose teachers are delivering intervention after school that day. A member of the Academy Leadership Team or a Family Leader will attend the classroom to hand back student mobile phones, collect students who have a detention that day (please see the Behaviour section of this guide) and dismiss students from the building. The class will be walked by their P6 teacher in single file leaving the Academy via the same entrance through which they arrived (except Year 10 who will leave via the internet café rather than Main Reception).

We appreciate that the varying times of dismissal will be difficult for parents/carers who are collecting their children, however in order to ensure that students leave calmly and safely this is a necessary precaution. We thank parents/carers in advance for being flexible and for working with us on this arrangement.

Unfortunately, there will not be the capacity for afterschool clubs to begin with when we return. We will follow government guidance and introduce as soon as possible.

6. Physical Organisation of the Academy

Minimising student movement around the building is going to be of critical importance to ensure the governmental guidance is met. Therefore, in September we will be working on a model whereby:

- Staff will no longer have set teaching rooms (except for those who teach specialist subjects using specialist equipment e.g. Technology, Art, Music, Drama, PE and Computer Studies and ONLY for Key Stage 4).
- The school will be divided into 5 areas where each year group will be based for most of their lessons.
- Students in Years 7 and 8 will be based in one set classroom throughout the day and they will remain in this classroom for Mentoring and many of their lessons,

moving only for IT and PE. For these year groups, Technology, Art, Music, and Drama will adapt their curriculums to teach lessons that can be delivered without specialist equipment and in normal classrooms.

- Students in Year 9, 10 and 11 will be based in a set classroom throughout the day and they will remain in this classroom for Mentoring, English, Maths, Science, and RE only. They will move as per their options for the rest of their timetable. However, for any classroom-based lesson these will continue to be held in the set classrooms as per that year group's designated area.
- Staff will move around the school to their lessons. All classrooms will have doors permanently propped open to allow staff on duty to monitor students in classrooms whilst staff move.
- Doors will be propped open to all classrooms to allow for ventilation of areas. To assist with this windows and vents will be open throughout the year, including the winter months. Therefore students are advised to wear a jumper under their blazers during colder weather as windows will not be shut (please refer to the Uniform section of this guide).
- Students in Years 9, 10, and 11 will practise how to move between classrooms and line up when waiting for lessons on their induction day of the first week of term.
- Break and Lunchtime will both be split to ensure that year groups have their own dedicated areas during this time, and so that minimal crossing of year groups occurs. There will be three venues for students to purchase food. However, wherever possible we encourage students to bring packed lunches with them.
- We will be utilising student toilet blocks on all floors and in the PE changing rooms throughout this period. It is not expected, and will not be possible, to have all students only using year block toilets. However, cleaning of these facilities will be frequent.
- The Well-Being Centre will only be used by our Well-Being Coordinator, Mrs Hackett. If a student is suspected of having COVID, they will be isolated in the Well Being Centre until they can be collected. At this point there will be no entry to any other staff or students.

On their first day back in September, students should arrive via their designated entrance, as per below table. During their induction they will then be advised on their year group's areas of the Academy for each part of their day.

7. Break, Lunchtime and Line Ups

Structure and routines will be essential at break and lunch time in order to keep staff and students safe in the building. Both break and lunch have been staggered. This enables us to ensure:

- Lower numbers of students moving around the building at these times
- Students to have dedicated spaces to spend the break time that is separate from other year groups

At the end of a lessons prior to break and lunch students will be walked by their teacher of the period in single file to their designated area, to be confirmed at induction.



September 2020- Parent & Student Guide to Returning

Students will purchase food, unless they have brought a packed lunch with them, and spend their time in their set venue. Students will be able to fill up water bottles they bring to school from the water fountains. We will be unable to provide disposable cups for drinking from.

The safest place for students to be during break and lunch is outside in the fresh air. In the event of light rain we will still allow students in their designated outside spaces. We would therefore recommend that students bring with them a raincoat daily (please see the Uniform section of this guide). On the rare occasion that we have extremely heavy rain we will open classrooms to students and ask staff to assist with monitoring students.

At the end of break and lunch, students will line up in set areas where they will then be walked by their subject teacher to their next lesson in order to maintain safe and calm transition to lessons. Students will be informed of line-up areas during their induction.

8. Mentor Time

Mentoring has been moved as part of the Academy day in order to allow for a split break time. Mentor groups have also been arranged for this period of time to allow for students to remain in one classroom for more of their day and to decrease the number of students moving around the Academy. This means that some students will have a different Mentor and different students in their mentor group with them. Whilst we know that this may be disappointing for staff and for students who have been in their mentor groups for a number of years, it is an important compromise to ensure we are minimising the risks to staff and students during this time.

9. Uniform

Students will be expected to return to the Academy in September in full Academy uniform. Hewitt's of Croydon is now fully re-open and has all items in stock. Please [click here](#) to see a reminder of what items this includes. However, please be aware there are a few key changes to our expectations:

- All students should have a black V-neck jumper to wear under their blazer. There will be a need for classrooms to have windows open all year around to maintain good ventilation, and students need to remain warm. Where possible this should be the Academy jumper. The FOAC have some good quality second hand jumpers available to purchase at significantly reduced prices, please [click here](#) to email them. Alternatively, if you are unable to obtain an Academy jumper we will permit students to wear plain **black V-neck jumpers**.
- Students will not be able to change at school on days when they have PE. On these days they will be expected to attend the Academy in their PE kit ready for their lessons. If for any reason they have not purchased the accompanying tracksuit, they can wear a pair of navy-blue jogging bottoms that should be as plain as possible (large logos are not permitted). Students are not permitted to wear any other jumpers and should come wearing their school jumper and blazer if they do not have the tracksuit top.
- We will be encouraging students to be outside as much as possible during break and lunch to safeguard against transmission of COVID-19, and there will be times during

the day students will be expected to be outside despite the cold and wet. It is therefore recommended that students have a warm and waterproof coat with them every day they attend school as we will only enact a wet break or lunch plan in the event of excessive rain.

- Students should bring with them the minimal amount of equipment required in order to reduce the risk of transition through surface contact. Wherever possible this should be limited to one bag with a pencil case, record book, water bottle, and packed lunch.

10. Teaching and Curriculum

Lessons will look and feel different from September as we will be constrained by a number of social distancing factors. We will also be working with a new system of staff moving to classrooms and students staying where are in most cases.

a) Books, Resources, Marking and Feedback

Due to the importance of reducing transition of COVID through surfaces in September, staff will not be able to handle student books for 48 hours after students hand them in to ensure they are not contaminated. This will equally apply for the return of any books collected in for marking before they are given back to students.

For this reason, students will need to keep their own books; either in a classroom book storage area, or in their locker. As students will be based more regularly in one place they will be allocated a new locker this year as close as possible to their main classroom. Books will not be permitted to go home in order to reduce the risk of students taking home the virus on a book surface, and then bringing it into the Academy in the same way.

We will still provide feedback to students in a timely manner, however the ways in which this is done may vary from 'normal' practice:

- Marking of books (measures above will apply).
- Marking of work completed on a separate sheet (48 hours after collection) and whole class feedback given verbally without identifying students specifically, but addressing group areas for development or misconceptions. Individual specifics from the marking of this work would be possible to email to students.
- Online tests/quizzes/assessments.

b) Intervention

We will run intervention after school every night for 1 hour. This will primarily be aimed at Year 11 students in order to prepare them for their exams next summer. This will run on a two week timetable and will be held every night after school other than every other Wednesday in order to allow time for staff training. Intervention timetables will be shared with you when we return in September.

If possible, once the Year 11 timetable is established, intervention will be offered to other year groups, however this will not be daily.

11. Behaviour

a) Systems and Routines

The highest expectations for behaviour remain in place as it is a key driver in securing good learning outcomes as well as keeping students safe. Our existing [behaviour policy](#) remains in place with an addendum outlining the main adaptations and adjustments to deal with September's changes.

- Students will mainly be based in one room with staff moving around the building. When a member of staff arrives to their class they will stand in the same point in the classroom to indicate to students that the lesson is beginning, and use the same verbal queues as we do now to allow students to settle ready to learn.
- We will no longer be able to touch student record books to issue merits and demerits. Therefore this will be done on Bromcom and students will be notified verbally if they are issued with either.
- Students will only be allowed to leave their classroom on the rare occasion they need to use their designated toilet and cannot wait until the next break in learning, or if they are unwell. If students are generally unwell their teacher will call for them to be escorted to student reception to receive medical attention. If a student is complaining of any symptom associated with Covid-19 they will immediately be escorted to the Well-Being Centre.
- Merit and demerit totals will still be used to produce a weekly 'pay slip'.

b) Mobile Phones

Rules regarding mobile phones are exactly as before with a few minor adjustments. It is more important than ever now that students hand in their phones as we know that phones are items that are handled regularly and put in close proximity to the face, therefore significantly increasing the chances of transmitting COVID through surface contact.

Students will sanitise their hands before collecting their envelope, placing phones inside and returning to a marked mentor box. They will then need to re-sanitise their hands.

Mobile phones will be handed back to students at the end of each day as part of the check-out/dismissal process by a member of staff wearing fresh gloves.

In the event of a COVID closure, confiscated phones will be returned to students.

c) Student expectation for unsupervised classroom time

Students will be unsupervised in classrooms for small periods of time as teachers travel to them.

If a teacher is free the following period, they will wait until the next teacher arrives before leaving.

Duty staff will actively patrol corridors at lesson ends/beginnings to reinforce expectations. Clear expectations will be relayed to students at their induction around behaviour in classrooms when teachers are not present.



September 2020- Parent & Student Guide to Returning

- They must remain inside their classroom.
- They should not touch other students' desks or belongings.
- Whilst students in bubbles do not have to socially distance from one another in the same way they need to with those outside of their bubble, all students must understand that they are not allowed to make physical contact with each other.
- They must not go into the marked teacher's space.
- Behaviour must be calm and orderly.
- They must be in their seats and ready to learn when the next teacher arrives.

Any student who chooses not follow this guidance and meet our expectations in order to maintain everyone's safety will receive a consequence.

d) Reintegration Room and Detentions

The Academy will still have a Reintegration Room. From September it will be situated in the Green Exam Hall so that we have the space to socially distance students from separate bubbles. The Hall will be organised into 5 clear bubbles and students will be socially distanced.

Students will work in silence as before until they are ready to return to normal lessons.

Students who fail to respond positively to warnings of their teachers and who are placed in the Reintegration Room will still receive a 60 minute detention, as is the case now.

Detentions will also be held in the Green Hall after school. The same bubble zones will be in effect, however fresh and clean exams desks and chairs will be put out to replace any that have been used during the day when this space is in use as the Reintegration Room.

We will use Bromcom to generate a list of students with 30 minute and 60-minute detentions. Family Leaders and staff supervising check-out will be responsible for taking students with detentions that day to the Green Hall.

As before, they will have their phones returned at the end of the detention.

Parents will receive texts notifying them of any detentions.

Friday and Saturday ALT 2-hour detentions will continue to take place.

e) Record Books

Students will have a simplified record book this year that can be used as their own academic diary.

Staff are unable to touch record books or use them to write notes, merits and demerits. Therefore, merits and demerits will be entered on to Bromcom.

If parents need to communicate with the Academy about anything, they will need to do this by emailing or phoning in rather than writing a note in student record books as staff will not be able to hold and read these.

f) Attendance & Punctuality

Attendance for all schools returns to the DfE statutory guidance from September 2020, meaning that the normal rules for attendance apply including:

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

Any students who have been shielding will be able to return to the Academy in September, as the government will remove restrictions for this group on 1st August. These students will be subject to a specific Academy risk assessment to ensure their well-being is safeguarded.

Should a regional lockdown occur, the Academy will code student attendance accordingly so as not to have a negative impact on their figures.

Students are expected to factor in potential public transport delays when planning their journey and what time they will need to leave home. Any student able to walk should do so.

g) Social Distancing Routines

- Secondary aged students are old enough to follow instructions to maintain distance and not touch staff and their peers.
- Additional support and training will be provided for students with SEND, particularly those in the O-Zone.
- Students will be asked to wipe down their desk space/touch cleaning if they are moving classes or at the end of the day.
- Students will be seated facing forwards in the same direction, desks will be in a row format as opposed to clusters.
- Students should wear normal uniform and wash hands throughout the day.
- Students must follow the instructions about the areas they are allowed access to and staircases/toilets they can use. Consequences will be applied to any students breaching these rules.
- Social distance tapes will be kept in place so that staff and students can be reminded of the need for distancing wherever it is possible
- Each bubble group will have its own allocated playground space.
- Staff will reinforce these rules at all times, reminding regularly and acting with students failing to comply.
- Staff administering first-aid to a student should wear PPE

12. SEN

The progress of SEN students is primarily addressed through quality first teaching and ensuring that every single member of teaching staff sees providing for their SEN students as a high priority. Our LSAs are not going to be able to work with our SEN students in the same way that they did prior to lockdown and therefore we will ensure that every teacher is aware of the SEN needs in their classroom and plans how they will address the learning needs. We will be providing for some of our students in the ways below:



September 2020- Parent & Student Guide to Returning

a) Support Groups

These will run similarly to the rest of Year 7 and 8 but they will be on the whole taught by SEN staff, rather than being taught by subject specialists for all their lessons. This group will contain students who need additional support and in this space we will be able to focus our attention on their specific needs.

b) LSA Support

Our team of LSAs will still be supporting in classrooms but the type of support they are able to provide will look different due to social distancing and how closely they are able to work with students. Staff will be trained to ensure we are supporting all students to be successful in the classroom.

13. Planning for Partial or Complete Closure

It is possible that at some point during the next academic year, the Academy may have to close either partially or in full if there is a rise in COVID cases either locally or nationally. If this is to happen, we will have a closure plan in place to ensure we can continue with our lessons and learning online straight away.

a) Plan B

Plan B will be published in full before the start of the academic year and will take the form predominantly of an online Teams timetable, that will on a more simplistic level mirror the timetable in the Academy. MS Teams will still be used throughout the year for setting of homework for all students instead of SMHW. This means it will then be ready to be used during another closure to run online lessons and set work.

There will be a difference depending on whether we have a partial closure to one year group, or a full closure:

- Partial closure – as all staff will still be able to work from the Academy, we will aim to run a full timetable to mirror our in-school timetable. However, lessons will be shortened to 30 minutes to allow for set up and log on time
- Full closure – our plan B timetable will come into place and live lessons will start 2 working days after the closure of the Academy (to ensure time for ICT changes on Teams to be sent through). There will be 4 periods a day in our online school, beginning at 9am, 10.30am, 12pm and 1.30pm. This timetable will be shared in full prior to the beginning of the academic year.

b) Connectivity

We will survey parents at the beginning of each half term so that we have an up to date record of laptops and Wi-Fi availability for our students in the event that Plan B comes into action. Oasis Community Learning will then support us with providing access for these students.

c) Food provision for FSM



September 2020- Parent & Student Guide to Returning

During any lockdown period or school closure our catering provider will support us to ensure that those children on FSM will be provided with a weekly hamper during this process.

14. Parents and Visitors to the Academy

In order to ensure social distancing and minimise the risk of COVID-19 transmission, it will be imperative to limit the number of visitors to the school site.

a) Meetings

Wherever possible meetings with parents and other external agencies will take place on MS Teams. We understand that this will not always be possible, and so on these rare occasions a meeting room in the Academy will be made available on an appointment basis. These instances MUST be planned in advance to ensure the meeting room is properly cleaned between uses.

Parents will not be permitted to attend the Academy site unless they have an appointment or if there are exceptional circumstances.

If parents need to communicate with the Academy they will need to do so via email or phone and not by writing a note in the record books or sending a letter.

b) Pick up/Drop Off

In order to ensure students maintain social distancing as they enter the Academy we cannot allow parents onto the Academy site in their cars for drop off or pick up.

Students will have different entry points, and the usual place where parents stop in their cars at the end of driveway could cause potential mixing of bubbles. Allowing our parents to stop earlier on the driveway would be dangerous for Nursery parents as they drop off/collect children, and so we have therefore decided it is best to suspend this practice.

Parents should drop off and collect their children in neighbouring roads to the Academy, being mindful of local residents driveways.

15. Cleaning

There will be cleaners on site during the day. During the day cleaners will wipe down all surfaces:

- Toilets hourly
- Stair railings, entrance to the buildings and offices
- Entrances to classrooms (door handles) at lunch and end of the school day

Cleaners will be contactable throughout the day to attend an area if needed. During class times, teaching staff will have access to disinfectant sprays and cloths/ wipes in case of spillages. At the end of the day/end of time using a space, students will be asked to wipe down their desk and seat with a disposable wipe in order to reduce the contamination risk for cleaning staff.

16. COVID Response to any infection



September 2020- Parent & Student Guide to Returning

In the event of any confirmed case, we will act quickly and follow guidance set out by the DfE and work with the local authority and Public Health England.

If academies have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be considered to be an outbreak. If this is to occur, we will inform the local authority local health protection team who will be able to advise if additional action is required.

A key difference in the protocols we have been following to date is that the Government is advising us that **once someone has tested positive the immediate action is not to send the whole bubble home but to contact the local health protection team**. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attending the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, **schools must send home those people who have been in close contact with the person who has tested positive**, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)



September 2020- Parent & Student Guide to Returning

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

17. Fire and Lockdown

Fire and Lockdown procedures remain exactly as before.

In the event of a fire alarm, students should exit via the nearest staircase and exit door – the risk of a fire in this case outweighs the risk of COVID-19. This is the only time students can use stairs and areas outside of their bubble zones.

Years 7 and 8 will assemble behind the lower MUGA.

Years 9 – 11 will assemble in the upper MUGA.

Staff will remind students about social distancing when with students from other year groups. Staff will always maintain the 2m distance when practicable in a fire alarm situation.

Students will practise a fire drill in their first week back.