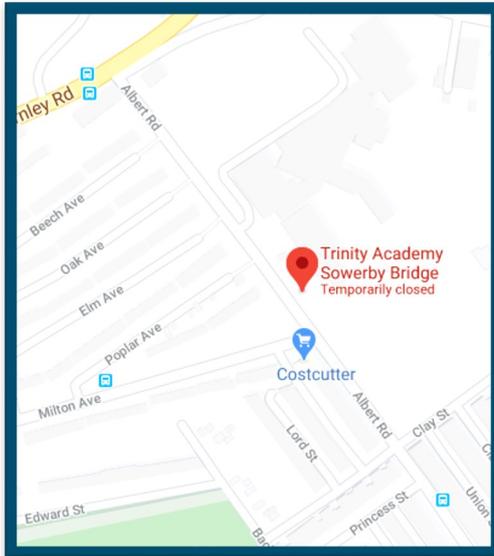


Return to School Handbook



How we ensure safety at the start and end of the academy day



- Students should arrive at school **no earlier** than 9:30am.
- Students who arrive on foot, by bus or by car will be met by academy staff who will help them to remain socially distant whilst moving to their designated area.
- Parents who are bringing their child to school by car to must **only** access the academy by **travelling along Milton Avenue from Tuel Lane and driving up Albert Road to a designated drop-off point.**
- This flow of vehicles will be controlled by a member of Academy Staff to ensure the safety of all staff and students.
- Students arriving by car should only exit the vehicle when they arrive at the designated 'drop-off' point.
- Academy staff will be on hand to ensure students maintain social distancing and guide them to the tennis courts at the back of the school.

- We ask that all parents/carers remain patient during this process and support academy staff wherever possible.

- All paths and walkways will be marked by cones or paint at 2 metre intervals. Students should follow these markings and cones at all times.



- Students will enter the site through the top gates on Albert Road and will make their way to the tennis courts. There will be a clear queuing system laid out with 2m social distancing markings (see the images above). Students will then be directed by staff into the building via the PE Corridor.
- Once told to do so, students should make their way to their designated classroom, following the markings on the floor and remaining socially distant at all times. In order to help maintain social distancing, all corridors have been marked out using 2 metre tape, to make it clear for students. Teaching staff will be in the classrooms awaiting their arrival.
- Students will be dismissed a classroom at a time starting at 2:30pm in order to maintain social distancing. May we remind parents/carers that **you must remain in your car**. We appreciate you may need to wait in your car for longer than normal but thank you for your support in keeping everyone safe.
- Students who walk to and from the academy are asked to be mindful of the social distancing guidance when moving through the local community. Students who do not adhere to the government guidance will be asked to not attend and continue with remote learning.



How we are ensuring classrooms are safe learning environments

- Students will be in groups of no more than seven, to ensure social distancing is maintained inside the classroom.
- Students will use the same classroom all day, every day to minimise movement. Within that classroom, each student will have their own desk, their own fully-stocked pencil case and their own learning resources to ensure that students do not need to move or borrow equipment. The pencil case will be provided. Students must not bring any equipment from home.

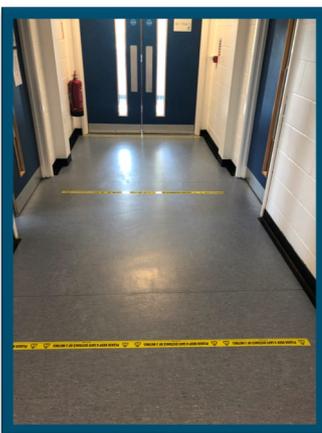
Equipment and learning resources should be left on the student's desk at the end of the day and not taken home.

- Teachers will remain behind a line marking two metres distance at the front of the classroom.
- To help maintain the high levels of hygiene, all students will have access to hand-washing facilities throughout the day, with all classrooms having access to several sinks.
- Students will be asked to wash their hands at the start of the lesson, before and after all breaks and lunchtimes, as well as at the end of the day. Staff will be on hand to ensure that students are washing their hands for an appropriate length of time.
- All classrooms will be cleaned thoroughly at the end of each day, with the teacher's desk being cleaned after each member of staff has used it.



What medical welfare and first aid arrangements are in place?

- Students who are required to take medication must notify a member of staff. The medication will be brought to them to take.
- Students should not visit the admin window without having notified a member of staff, who will send a radio message to the office.
- In cases of emergency or where students are feeling unwell, they will be escorted to the first aid room where the a first aider will carry out an initial assessment using full PPE (Personal Protective Equipment).
- Students who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self isolate for 14 days.



What are the academy's corridor expectations?

- Staff will be available on corridors at all times during the day to facilitate the safe movement of students and to support teaching staff where necessary.

- All students should follow social distancing guidelines by following the markings on the floor that are spaced every two metres. These markings are present throughout the building and should be adhered to at all times.

- The academy's calm corridor policy remains in



place in order to ensure students are safe and movement is orderly.

- Students need to remember that they should maintain this social distance, even when using the staircases.
- To help reduce footfall, each classroom has been assigned a specific set of stairs to use, which will allow them to access their classroom, toilets, break and lunchtime areas.

What are the arrangements for break and lunch time?

- Students will have a staggered break and lunch time in order to reduce student numbers and movement.
- Each classroom has been given a specific location where they will be able to have their break and lunch time. Students are expected to remain in their designated break and lunch space for the duration of the allocated time.
- Students will move to break and lunch one group at a time. Only students who are being taught in the same group of classrooms will have break and lunch together.
- Students will be able to go to the toilet and wash their hands on their way to break and lunch. Students will be expected to wash their hands when they return to the classroom.
- Students will return to their classroom (following the markings on the floor to ensure social distancing guidelines are followed) when instructed to do so.
- **All** students need to bring a packed lunch with them every day. Please be aware that students should not bring energy/fizzy drinks, large bars of chocolate, family/share size packets of any snacks (including sweets and crisps).
- Students who are eligible for free school meals should use their vouchers to provide themselves with a packed lunch.



What toilets and hand washing facilities are available?

- All students will be allowed to go to the toilet and are requested to wash their hands on their way to break and lunch. Students should only use the toilets that have been designated for their class.
- Hand sanitiser stations will be available on every floor.
- Students will be allowed to wash their hands throughout the day should they need to. We have ensured that all sinks in classrooms are set out with soap, paper towels, and facilities to dispose of used paper towels.

Timetable and Learning Opportunities

- Students will stay in the same classroom for all lessons and only leave at break and lunch time; this will minimise student movement around the building and enable social distancing. Students will also be in class groups of no more than seven.
- Each day, students will study three subjects with a subject specialist. These will be the core subjects they will be studying in Year 11, as well as the option subjects they are due to complete at the end of Year 11. These lessons are an opportunity to review learning that has taken place at home, go over important key knowledge and offer support for the work that students will be doing

whilst not in school.

- When students are not in the academy, they will be expected to continue to access the e-learning resources, which are available via the school website.
- The school day will include 3 one-hour lessons, covering either English, Maths, History / Geography, Science and French (only for those students who study it).
- All students will also take part in a PSHE lesson every day.

Timetables are bespoke, depending on the group your child is placed in. The timetable will be displayed in the classroom for students to refer to.

Behaviour for Learning Policy

- We have designed our school day and provision to transition students back into school and we will make reasonable adjustments to our BfL policy. However, should we need to issue a sanction to students we will do so.
- We will try to issue any DTs in social time throughout the day. However, we may need to extend this to include some time after school. We will be in touch with parents to arrange this.