

**Returning to school**  
**September 2020**

## Introduction

This booklet is designed to give both parents and students an understanding of the measures that have been put in place to ensure the safety of both our students and staff at Trinity Academy Sowerby Bridge when returning in September.

We would encourage parents to continue to monitor their emails, along with the school website, as we will continue to review and provide updates when needed.

## Visitors to school

- We will only be allowing visitors who have made pre-arranged appointments with staff, or if it is an emergency.
- All visitors should report to the main reception as usual.
- All visitors to the academy will be requested to complete a visitors form. This form must be completed before you will be allowed to meet with any member of staff.

## Return Dates

- Tuesday 1 September: closed to all students.
- Wednesday 2 September: open to Year 7 and Year 11 students only.
- Thursday 3 September and beyond: open to all students.

## Attendance

“As the school’s guidance explains, from the beginning of the new school year the usual rules on school attendance will apply, including:

- parents’ duty to ensure that their child attends school, where the child is a registered pupil at school and they are of compulsory school age;
- school’s responsibilities to record attendance and follow up absence;
- the option to issue sanctions, including fixed penalty notices, in line with the local authorities’ codes of conduct.”

## Bus Travel

For those pupils who access the school bus service, please be aware that these buses have returned to their original pick-up and drop-off times, which can be accessed via: <https://www.wymetro.com/your-school/a-z-school-finder/t/trinity-academy-sowerby-bridge/> Guidance has been given to all schools who currently use the combined authority service which states ‘In following the Government guidance allowing higher occupancy rates, we will be using all seating capacity on buses. On secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons.’ As always, staff will be present for pupils arriving and leaving the building to ensure this transition remains as safe and smooth as possible.

On arrival at the school social distancing will be used to get the pupils into the school. Those who travel by car to school, should be dropped off as normal minimising contact and then queue to enter the school 2 metres apart. Adults should remain in their car at all times.

More information is available [here](#).

## Uniform and Equipment

As a reminder to the letter sent on 10 July, students will be required to be in full school uniform. Full details of the uniform can be found here: <https://sowerby.trinitymat.org/wp-content/uploads/2020/07/Uniform-Leaflet-TASB.pdf>

## PE Kit

- When students have PE on a specific day, they should wear their PE Kit to and from school.

As a minimum, students should bring with them a:

- Planner (a new planner will be given to students on their first day)
- Pen
- Pencil
- Ruler
- Bag - big enough to hold all equipment/books
- Scientific calculator (it is really important that students buy this model: Casio fx-83GTX)

## The School Day

### Timings of the day

8:45am - Students will be allowed into the building from this time

9:00am - Lessons will start promptly (***Students who arrive after 9:00am will be considered late and will receive a sanction, according to our policy***)

3:10pm - School day ends (***However, to ensure that all students leave the building in a staggered way some students will start to leave the site at 3:00pm. If you collect your child please be available from 3:00pm***)

3:15pm - Extra-curricular clubs run (***from week 3 onwards***)

### After School Activities

All after-school enrichment activities and interventions are expected to start in week 3.

### Year 7 and Year 8

INVOLVE: Wednesday and Thursday - 3:15 - 4:15

### Year 7, Year 8 and Year 9

Homework Club - 3:15 - 4:15

### Year 10

Achieve: Monday-Thursday 3:15 - 4:15

### Year 11

Achieve: Monday-Thursday 3:15 - 4:15

*Please be aware that some Year 11 students will need to attend an Achieve session on a Friday. Pupils will be notified if required*

An additional bus service will be available for students Monday to Thursday.

## Entering the Academy

Students should enter the academy via their designated entry point:

Year 7 - Enter through the student street gates and use the external steps via A Block

Year 8 - Enter through the student street gates and use the external steps via A Block

Year 9 - Enter the site through the top gates and enter the building through the community doors

Year 10 - Enter the site through the top gates and enter the building through the community doors

Year 11 - Enter the site through the top gates and enter the building through the out of bounds stair case doors up the main staircase

## Where will students go when they arrive at school on the first day?

### Wednesday 2 September 2020 from 8:50am

Year 7 should make their way to the tennis courts at the back of the school, where they will be greeted by staff from the academy. They will be told which room they will need to go to, and will be guided. Please be assured that there will be a large number of staff around to help support students and their form tutor will be waiting for them in the classroom.

All year 7 students will take part in a 'boot camp' day, which will allow them to get to know their form tutor, the other students in their form, as well as the way in which the school runs. The aim of the day is to help students settle in and feel confident when returning the following day.

Year 11 should make their way to the sports hall, where they will be told which room they need to go to. Again, they will be greeted by their form tutor who will be waiting for them in the designated classroom.

All Year 11 students will have an extended form time and will then attend their normal lessons.

### Thursday 3 September 2020 from 8:50am

Year 7 will access the academy via the student street gates and use the external steps via A Block, making their way directly to their form room.

Year 8 students should make their way to the quad where they will be met by staff and directed to the correct form room.

Year 9 students should make their way directly to the tennis courts where they will be met by staff and directed to the correct form room.

Year 10 students should make their way directly to the tennis courts where they will be met by staff and directed to the correct form room.

Year 11 should enter the site through the top gates and enter the building through the out of bounds stair case doors up the main staircase. Students should go directly to their form room where their teacher will be waiting

### New Form tutors

We have previously written to advise parents that we are moving to a new pastoral model, where students will be based in year groups, rather than the house system. Information about your form room and form tutor will be sent out before the start of the term.

## Safety in Classrooms

The DFE guidance suggests that schools should create 'bubbles' to help reduce the risk of transmission between students. In order to achieve this, whilst ensuring that students can still access a broad and balanced curriculum, students will be 'bubbled' as follows:

### Key Stage 3 Students

- Students will be bubbled in form groups.
- Key Stage 3 students will use the same classroom all day, every day, to minimise movement. The only exception to this is when the subject requires specialist facilities.
- Within each classroom, each student will have their own seat and their own learning resources to ensure that students do not need to move or borrow equipment.
- 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 sanitiser facilities throughout the day. They will sanitise their hands on each entry to the classroom.
- The teacher's desk will be cleaned after each member of staff has used it.
- Student desks will be cleaned at the end of every day.

### Key Stage 4 Students

- Students will be bubbled in year groups.
- This will ensure that students are still able to access specialist teaching spaces to support their GCSE studies.
- 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 sanitiser facilities throughout the day, as they enter each new classroom.
- The teacher's desk will be cleaned after each member of staff has used it.
- Student desks will be cleaned inbetween different bubbles.

## What are the arrangements for break and lunch time?

- Students will have a staggered break and lunch times in order to reduce student numbers and movement.
- Each year group 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 bubble 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 use hand sanitiser 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 are encouraged to bring a packed lunch.

### KS3

- Students can pre-order food during form time on Monday on paper.
- Students will be able to pre-order from a limited menu that will include cold sandwiches, snacks and drinks.
- Fulfilled orders will be placed in individual form boxes and will be dropped off at each classroom.
- Students will go outside with their lunch to eat unless it is raining (HoY to decide).

### KS4

- Students will either go down to the canteen in first 5 minutes to buy their food or make their way directly to the Performance Hall or Tennis Courts.
- All students will then eat their food in the Performance Hall or Tennis Courts.

## Face Coverings - Update

Face coverings will be required for year 7 and above and pupils are expected to adhere to the following guidance:

- On their first day back at the academy all students will be provided with a re-useable face covering on entry to the building. They will also be given a sealable plastic bag for storing the face covering when not being worn. This will form part of the academy uniform and the academy uniform policy has been amended to reflect this.
- All students will be required to wear a face covering during lesson change overs and when on corridors.
- All students will also be required to wear a face covering when queuing for food or moving to the designated break and lunch areas. Students will not have to wear a face covering when they are sat eating or drinking in a designated space at break and lunchtime.
- Students will not have to wear a face covering during lessons.
- Students will not have to wear a face covering when outside at break and lunch time.
- Face coverings must be worn securely over the nose and mouth.
- Students should avoid touching the face covering as much as is possible.
- Face coverings should be stored in a sealed plastic bag when not being worn.
- Re-useable face coverings should be washed regularly in accordance with the national guidance.
- The Behaviour for Learning Policy has been amended to take in to account the latest guidance and will be followed should students fail to adhere to the guidance.
- Students with a medical exemption do not need to wear a face covering. Medical evidence is required in such circumstances.

Members of staff will also have access to either face coverings and/or visors to be used in corridors or where social distancing is not possible.

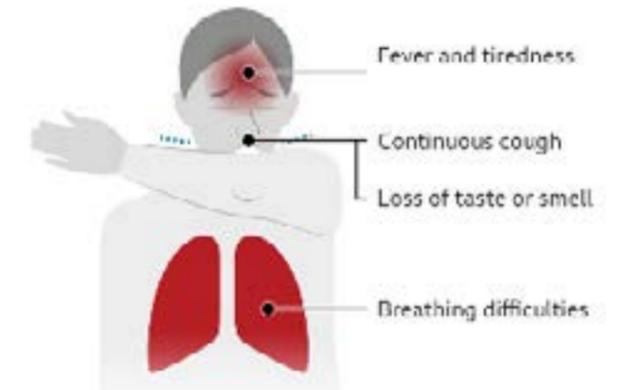
## Covid Symptoms

It is important to recognise the symptoms of Coronavirus and what you should do if your child or anyone in your household exhibits these symptoms.

The symptoms include:

- Fever and tiredness
- Continuous cough
- Loss of taste and/or smell
- Breathing difficulties

### Coronavirus: Key symptoms



### What will happen if my child exhibits symptoms at school?

If your child becomes unwell and begins to exhibit symptom of Coronavirus at school, the following procedure will take place:

1. The students will be isolated in a designated room, away from the rest of their 'bubble'. Their desk will be cleaned by the academie's cleaning team.
2. Contact will be made with the parent/carer to inform.
3. The student should be collected from the academy - they will not be allowed to use public transport to make their journey home. Anyone living in the same household, who attends the academy will also be sent home to self-isolate.
4. The student should self-isolate for at least 10 days - if they still have a high temperature after 10 days they should continue to self-isolate.
5. Students are encouraged to [get a test](#) to confirm whether or not they have Coronavirus.
6. The rest of their household should self-isolate for 14 days.
7. We would be grateful if you could keep the academy up to date with any test results, so that we can monitor the number of confirmed cases of stuents in the academy.

### How to get a Covid Test

You can get a swab test to check if you currently have coronavirus. Testing is most effective within 3 days of symptoms developing.

You can request a test by completing the online form which can be found [here](#).

Alternatively, if you have problems using the online service, call 119. Lines are open 7am to 11pm.

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