



AIREDALE ACADEMY

**Coronavirus Handbook for Parents & Carers
September 2020**

Please note, as further guidance is received from the Government, this handbook will be reviewed and updated in line with Government expectations.

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Plans for Reopening School from September 2020

INTRODUCTION

This document should be read alongside the school Risk Assessment Framework.

We welcome and fully support the Department for Education's (DfE) decision to require compulsory attendance for all young people in schools from September 2020. We equally understand that to follow and implement all suggested guidance is a substantial and significant challenge. This plan has been carefully put together with the safety of staff and children remaining central to all decision making. It carefully follows the guidance published by the Government around the safe full reopening of schools as well as other key guidance published at different points to ensure a smooth, safe and well communicated process. Our plans and risk assessments will be under constant review and will be amended as required either due to further guidance or due to our own concerns specific to our setting.

We have used the following guidance in making our plans and in conducting our risk assessments:

[Guidance for full opening: Schools](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

[COVID-19: Planning guide for primary schools](#)

The government has introduced a new school system of controls to mitigate risk and these are set out below:

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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

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

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 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.

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We understand that some parents/carers may be concerned about their children returning to school - this handbook will outline the measures we are taking to make school as safe as possible and answers some frequently asked questions.

How will students be grouped?

To adhere to current government guidelines for staff and students, whilst also providing a return to structured teaching and learning, students will be placed in year group bubbles. This model is designed to achieve the following:

- Limit social interaction between students to minimal levels between different year groups
- Prevent the sharing or re-using of equipment and resources between different year group bubbles
- Ensure students receive timetabled specialist teaching
- Ensure learning is maximised

Tables will be arranged in rows facing the front where feasible reflecting government guidance on ways to mitigate the spread of COVID-19.

Each year group bubble will be allocated a different area of the school site. Students will remain in their area for all of their lessons and toilets will be allocated to each area.

How will social distancing be implemented?

Via the bubbles as described above. We have also restructured the school day so that year group bubbles remain apart. Each year group bubble will arrive to and leave site separately and use a designated gate. The year group bubbles will have separate break and lunchtimes. Classrooms and teaching spaces have been set out to minimise contact between students and teachers. Students will be reminded that they must socially distance with all adults in the Academy.

Please refer to the information for year group bubbles below:

Year	Start Time	Gate	Break	Lunch	Location	Finish Time	Bubble Zone
Y7	8:30am	Step Out	10:50-11:00am	12:35-1:05pm	Canteen	2:35pm	Humanities
Y8	8:15am	Library	10:50-11:00am	12:05-12:35pm	Canteen	2:35pm	Block above Café Zest
Y9	8:45am	Library	11:00-11:10am	1:05-1:35pm	Canteen	2:50pm	ADT
Y10	8:15am	Main	11:00-11:10am	1:05-1:35pm	Theatre	2:35pm	Science
Y11	8:45am	Main	10:50-11:00am	12:05-12:35pm	Theatre	2:50pm	MET
Y 12 & 13	8:30am	Pedestrian		12:35-1:05pm	Theatre	2:35pm	Sixth Form block

***A map of the Academy displaying bubble zones and entrances / exits is in the Appendix to this document.**

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How will strict hygiene be maintained?

- Students and staff must sanitise their hands on arrival at the Academy and will do so regularly throughout the day
- Additional cleaning staff will be on site to conduct regular cleaning activities throughout the day
- Toilets, surfaces, balustrades, door handles, and key areas (dining halls, stairways) will be monitored and cleaned regularly throughout the day
- All classrooms will have disinfectant available for tables/resources to be wiped down
- Hand sanitiser will be available in all classrooms and students are encouraged to bring their own

What happens when students arrive at and leave the Academy?

- Each of the year group bubbles arrive at different times/ gates (see table above)
- Unless their child has a medical need or vulnerability parents and carers should avoid coming into school
- Each of the year group bubbles will be dismissed in intervals by staff to allow socially distanced dismissal and exit from school
- Students will be welcomed at the start of the day and escorted off site at the end of the day by staff

What do we expect of students?

Expectations in the Classroom

- Staff and students will use hand sanitiser on entering the classroom each lesson within the day
- Where possible, seating in classrooms will be forward facing and students must sit in the same place each session
- Desks and chairs must not be moved
- Where possible, windows should be open and any non-fire doors propped open
- Group activities and paired working must be avoided if it necessitates moving out of seating plan or turning around
- Break and after school detentions will take place in the Support Hub and will be supervised by the support staff in these Hubs
- Should students need to go to the toilet during lesson time they will be escorted to the toilet in their area by a member of staff. The member of staff will wait and escort them back to their classroom.

Student Expectations

- Students must only attend school if they and members of their household do not have COVID-19 related symptoms
- When attending school, students must follow the expectations below. It is vital to maintain the health and wellbeing of everyone in our school community:
 - Arrive and leave school at designated times – don't congregate either before or after school
 - Use sanitiser to disinfect hands on entering and leaving school or when asked to do so by staff – wash hands regularly
 - Avoid physical contact at all times (no hugs, handshakes etc.)
 - Don't share belongings or equipment across bubbles
 - Use the toilets as directed by staff
- If a student arrives late, they will be let through the gate by reception. At this point reception will make a phone call to a member of the Support Hub supporting that year group. A member of the Support Hub will collect the student from the gate near the grit bin and escort them to their block / bubble.

Toilets

- Each bubble / block will have designated student toilets:
 - Year 7 – near Ms Chambers' office

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- Year 8 – Café Zest
- Year 9 – ADT disabled toilet
- Year 10 – Dance toilets
- Year 11 – Theatre Foyer toilets
- Students in Sixth Form should use the Sixth Form toilets – access is via Sixth Form Common Room

Student toilets safety measures:

- External doors to be wedged open to prevent touching door / door handles
- Supervision to and from toilets by staff to ensure that students do not gather together
- Usual hand hygiene to be adhered to
- Cleaned throughout the day

How will students move around school?

- Staggered start and finish times and use of 4 gates to support social distancing and to limit the number of students at the gates
- Doors (unless fire doors) to be wedged open to limit contact
- Students will only move around school building at the start of the school day, at the end of the school day at break / lunch and to use toilets
- One way systems in place where appropriate
- DFE Coronavirus advice posters will be visible around school especially at entrances/in classrooms

What will happen at break and lunchtimes?

- Students to have 10 minute break time, there will be no facility for food or drink during this time. Should students require this they should bring this from home.
- Reduced menu options will be standardised to one meal price across all meals
- Canteen and Theatre used as dining halls for upper and lower school respectively
- Both dining halls will have the same menu options run on a 3 week cycle which will be published on our website. Every day within the week will have the same 4 options but the options change each week.
- Each day there will be:
 - cold, vegetarian grab bag with a bottle of water
 - cold, non-veg grab bag with a bottle of water
 - burger or similar option with a bottle of water
 - pasta pot or similar option with a bottle of water
- Lunch registers will be taken during form time or P1 (if form time is at the end of the day) where students will choose one of the four options.
- As children entitled to free school meals will receive a free school meal in school, vouchers will no longer be issued

What equipment do students need to bring?

All students will be given a new planner in September and should bring this each day. Students will need to bring their own stationery. This will include: pen, pencil, eraser and a calculator for maths.

The calculator we would recommend is the Casio fx-83GTX.

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The fx-85GTX is the same, it just has a solar panel too so is more expensive. Earlier models of the fx-83 which students have acquired from siblings will be equally as good.

Students are allowed to bring a school bag with them, but it is advised that it should contain only essentials for school and a drink / packed lunch.

Are mobile phones allowed?

Our usual rules around mobile phones apply. Phones must be switched off and out of sight once a student comes onto the Academy site.

Do students have to wear uniform?

Students will need to wear full Academy uniform as outlined in our uniform policy. Please see our website for the policy details.

What happens if my child doesn't follow the new expectations?

It is essential that all students adhere to our expectations, particularly around health, hygiene and social distancing for their own safety and for the safety of others. We have made amendments to our Behaviour Policy to reflect the changes on our return to school, and the policy outlines the consequences for any students who choose not to follow our expectations. Please refer to our website for the updated Behaviour Policy. All students will be inducted to the new policies and expectations on their first day back in September.

What will bus travel be like?

Parents and carers are strongly advised to follow all government guidance relating to safe travel.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Students travelling on Local Authority and public transport will be required to wear a face covering in line with government guidance.

Brotherton Bus

- Brotherton bus will drop off in the upper visitor carpark and will collect students at the same location. Students will enter school and leave school via the grit bin gate.
- Brotherton bus will arrive at school at 8:55 and will pick up at 2:35pm.
- On arrival, students should go directly to lesson 1.
- Students will be supervised on arrival and departure.

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- Facilities will be available to enable the safe disposal of face coverings when students arrive. Bags will be provided for non-disposal face coverings.

Can parents / carers come into school?

It is essential that we continue to minimise the amount of people that enter our Academy. All visits will need to be pre planned so staff are aware of who will be entering the building. However, should you wish to speak to a member of staff, please contact main reception. Wherever possible, we will arrange a telephone or virtual meeting.

Does my child have to return to school?

Yes, the government has outlined that **all** students should return to school from September 2020. This may be worrying for some parents and carers, however, we would like to reassure you that all necessary arrangements have been put into place to ensure your child is as safe as possible, is well-cared for and gets back into the normal routine of school life as quickly as possible. Normal attendance procedures will be followed if a child is absent from school. Families should notify the school as normal if their child is unable to attend, so that registers are accurate and staff can explore the reason for the child's absence with them and address barriers together.

If you have concerns about your child returning to school because they have previously been shielding, or a member of your household has been shielding, contact your child's Progress Leader to discuss your concerns. If your child has any underlying health conditions that we should be aware of, please contact our Attendance office. **Please note further guidance is expected from the government in August 2020 when the new arrangements come into force, and this handbook will be reviewed in line with that guidance.**

Changes to our Attendance Policy can be found on our Academy website.

How will my child's SEND needs be met?

As always, we will endeavour to meet the individual needs of each child. Education, Health and Care Plans (EHCPs) of those children will be reviewed before returning to school - where possible we will involve parents in those discussions. Teaching assistants that are deployed to work with specific students will receive training, on how they should effectively deliver their support to students, whilst maintaining a safe distance. PPE will be offered to staff where appropriate.

What happens if my child becomes unwell in school?

Trained first aiders will be on site and assigned to each year group bubble. If a child becomes unwell with a new continuous cough, a high temperature or a loss or change to their sense of smell or taste, they will be sent home and the household advised to follow the guidance [COVID-19: guidance for households with possible coronavirus infection](#). You should arrange to have your child tested, and inform the school of the results immediately they are available. This is extremely important, as if your child tests positive, we would need to take the appropriate action in line with PHE advice.

If a child becomes poorly in school, there will be an area set up within the academy to isolate the child from other children in their bubble. Staff caring for the child will wear PPE.

The government is aiming to supply all schools with a small number of home testing kits which will be given to parents in the unlikely eventuality that a child is sent home with symptoms.

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What happens if my child becomes unwell at home?

We must ensure that staff and students do not come into school if they have COVID-19 symptoms or have tested positive in the past ten days. You **MUST** inform the school of the situation as soon as you are aware.

Do I have to adhere to NHS track and trace?

Yes, as part of the system of controls introduced by the government, the school community must engage with the track and trace system as this is an essential action to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

Parents/carers must understand that you will need to be ready and willing to:

- **book a test** if anyone in the household is displaying symptoms. Students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- **self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

What will happen if someone from my child's bubble tests positive for Covid-19?

If a member of your child's bubble contracts coronavirus all members of the bubble will be notified and advised of the appropriate procedures to follow, in line with PHE advice.

What will happen if schools are advised to close in the event of a local lockdown?

In this situation, you will be contacted by the Principal via text, email, Facebook and our app.

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APPENDIX

Site Plan



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