

Covid-19 - Protocols for parents/guardians and students

These protocols have been designed on the basis of the information available at this time. Should further information come to light, or any circumstances change, these protocols are subject to change. You will be notified of any changes as soon as is practicably possible.

If your child becomes unwell or has symptoms of Covid-19

- If your child becomes ill or shows any signs of the virus they should not attend the Academy.
The symptoms you should look for are:
A high temperature, a new continuous cough or a loss of taste or smell.
Your child must be tested. If you are unsure what to do please ring the NHS number 111 or advice. If they test positive you must inform the Academy immediately.
- If your child becomes ill or display any signs of the virus while in the Academy will be moved to the Chapel. This room has been arranged to accommodate children whilst they are waiting to be picked up by their parents/guardians.
- Parents/guardians will be called to collect the child at the earliest opportunity
- The family will then have to follow government guidance around self-isolation and testing. Again the Academy must be informed of the results of any testing.

Personal protective equipment

- Your child will not be required to wear a face covering outside or in their designated bubble areas. Students will not be required to wear a face mask in any of their lessons. Students will be required to wear a face covering or face mask in shared areas. For example, when they go to the canteen, use a shared toilet, corridor or go to the office. This is to reduce possible spread of any possible viral outbreak between the different year bubbles. For the vast majority of time your child will not need to wear any face covering at the Academy. Your child should wash or sanitize their hands before putting on their mask and after taking it off. They should only use disposal masks for one day (maximum) and then put them in the bin. Fabric masks can be washed and re-worn so are probably more practical.

Handwashing

- All persons entering the academy should sanitise hands on entry to the Academy
- All persons entering the Academy should proceed immediately to the nearest sinks to wash hands for a minimum of 20 seconds with soap and water
- Each classroom will have a hand sanitiser station which students must use on entry to the classroom
- Students will be required to wash hand for a minimum of 20 seconds after each break
- If a child coughs or sneezes they must 'catch' the cough or sneeze and then wash their hands immediately for a minimum of 20 seconds

Social distancing

- Students waiting to enter the Academy each morning must maintain social distancing and queue in an orderly fashion standing on the marking tape at the main reception at 2m intervals
- Social distancing must be maintained as students move through the school and enter classrooms. The corridors have high visibility tape on the floor which must be used as a guide to maintain a 2m distance
- At the start of breaks and at dismissal – students to be must be asked to leave room one by one and maintain social distancing using the tape on the floors as a guide
- Please be aware of the issues around using public transport and social distancing and avoid busy times on public transport.
- Please be aware of government guidance regarding the use of face coverings on public transport
- Parents should ensure students do not socialise outside of the Academy in any way that breaches government guidance around social distancing

Ventilation

- To help to reduce risk of airborne transmission all windows must remain open in classrooms. Please be aware of this and have appropriate layers for cooler days

Lessons

- To ensure social distancing is maintained staff will teach from inside the taped off area at the front of the classroom
- Students may be given permission to use the toilet one at a time

- Students must come equipped to learn with a pen, pencil, ruler, calculator as a minimum. Students cannot share stationery or books. Students should bring in their exercise books to use if they have them.
- Students will stay in the same room for all lessons in a day.

Home learning

- Much of our home learning will take online Platforms such as Showbie, Hegarty and Seneca Learning.
- If the Academy is closed due to a lockdown, learning will continue via a combination of live lessons and work set on our online platforms

Breaks

- Students will two staggered break times of 15 minutes
- During any breaks students will be encouraged to use the outside spaces
- There will be no food provided and therefore you should bring your own refreshments

Behaviour policy

- The behaviour policy has been updated to include issues around COVID 19
- If a student cannot adhere to the social distancing and updated behaviour policy then they will be spoken to in the first instance. If the issues continue then they will be parked in a room. Further issues may result in a fixed term exclusion. However this will be dealt with on case by case basis depending on the severity of the incident

Fire alarm/fire drills

- In the event of a fire alarm ensure staff will instruct students to leave in an orderly fashion and maintain distancing.
- Students will be lead to the MUGA which has been marked out to provide socially distanced lines
- Students will then be registered and the await further instruction from on duty staff

Meetings

- If you wish to meet with a member of staff we will try to arrange a phone call or a Zoom meeting in the first instance