

Academy@Worden

**Coronavirus (COVID-19):
Full Opening Handbook for
Parents**

Contents:

The purpose of this handbook

Useful contacts

1. Opening the school to all pupils
2. Protecting clinically vulnerable individuals
3. Attendance
4. [Social distancing
5. Infection control
6. Procedure if a pupil becomes unwell on site
7. Access to testing
8. Uniform
9. Food arrangements
10. Transport
11. The curriculum
12. Remote learning
13. Local lockdowns
14. Behaviour expectations
15. Safeguarding
16. SEND support
17. Wellbeing
18. Visitors on site
19. Before- and after-school care
20. School trips
21. Important documents
22. What can you do to help?
23. Reporting concerns

The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that the Academy has taken all the necessary precautions in preparing to welcome all pupils back to school.

Useful contacts

[In the table below, include the contact details of key members of staff that parents may need to get in touch with, e.g. the headteacher, the DSL, the SENCO, pastoral staff and class teachers.]

We advise that you save these contact details in your phone, so they can be easily accessed should you need them.

Name	Role	Contact number	Email

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:00am until 4:00pm and can be contacted on 01772 421021. Please do not attend the school office in person unless absolutely necessary.

1. Opening the school to all pupils

In line with the government's direction, and following a robust risk assessment process, we welcomed pupils back on the 3rd September 2020.

The government relaxed its shielding guidelines on 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

We will resume our usual opening days and times: Monday to Friday from 8:45 am until 3:00pm.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website.

2. Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, please contact the school office to arrange to speak to the most appropriate person to discuss these arrangements.

3. Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible on 01772 421021. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We are contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available.

The government has instituted quarantine periods for those returning from certain foreign countries. Staff and pupils who have returned to the UK from overseas within the last month will need to complete the necessary quarantine period, as outlined in the government's [guidance](#), before returning to school. The requirement to quarantine on return to England applies to all countries besides those listed as exempt in [this guidance](#) – this list is continually updated.

4. Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group arrangements

To maximise the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to put pupils in year group bubbles. Social distancing is maintained within bubbles as much as possible.

- Class sizes will be back to the usual amount of no more than **30** pupils.
- Individuals within a bubble will not be permitted to mix with members of another bubble.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.
- Desks and chairs in classrooms will be front-facing and placed as far apart as possible.
- Frequently-used equipment, e.g. pens, will be provided or brought from home so that all staff and pupils have their own – sharing frequently-used equipment will not be permitted.
- Classroom resources, e.g. books, can be shared within bubbles and will be cleaned frequently, e.g. at the end of each day.
- Communal resources, e.g. sports equipment, can be shared between bubbles and will be thoroughly cleaned between uses.
- Pick-up and drop-off times will be staggered and determined by your child's allocated bubble.
- Lunchtimes and breaktimes will be staggered and will vary per bubble.
- Pupils will be kept within their bubbles when moving around the school, except to use the toilet.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible to discuss any alternative arrangements.

Start and finish times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by only one accompanying adult.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

The tables below outline pupils' start and finish times, depending on their bubble, and where you should drop off or pick up your child, where relevant. Please note that times may differ for any before- and after-school clubs – further clarification is provided later in the [Before- and after-school care](#) section of this handbook.

Pupil bubble	Start time	Location for drop-off and entering school
Year 7	8:45am	Main school gates
Year 8	8.45am	Visitors car park entrance through Sports Hall entrance
Year 9	8.45am	Side gate – near Redwood Drive
Year 10	9.00am	Main school gates
Year 11	9.00am	Visitors car park entrance through Sports Hall entrance

Pupil bubble	Finish time	Location for pick-up and leaving school
Year 7	2.45pm	Main school gates
Year 8	2.45pm	Visitors car park entrance through Sports Hall entrance
Year 9	2.45pm	Side gate – near Redwood Drive
Year 10	3.00pm	Main school gates
Year 11	3.00pm	Visitors car park entrance through Sports Hall entrance

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles except to use certain facilities, such as toilets. The school has put in place a one-way system to further reduce the risk of contact between those in different bubbles.

Staff, pupils and visitors will wear face coverings when moving around communal areas of the school where it is particularly difficult to maintain social distancing, e.g. corridors and staircases.

5. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils and pupils with complex needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will be sent home to self-isolate for at least 10 days.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between uses by different bubbles.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in the Infection Control Policy.

[Personal protective equipment (PPE) and face coverings]

Staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained. Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

The government does not require face coverings to be worn in schools; however, schools have been given the discretion to require staff, pupils and visitors to wear face coverings in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases. Schools also have the discretion to require staff, pupils and visitors to wear face coverings where this would provide you with additional confidence to support a full return of pupils to school.

Based on this guidance, the headteacher has decided that staff, pupils and visitors will be required to wear face coverings when moving around communal areas of the school, including corridors and staircases. Due to the negative impact on communication and smaller risk of transmission, face coverings will not be worn in classrooms. The school will not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. Staff, pupils and visitors will not be prevented from entering or attending school on the grounds that they are not wearing a face covering.

Staff and pupils will be provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes:

- Cleaning their hands before and after touching a face covering.
- Storing face coverings in individual, sealable plastic bags.
- Not wearing damp face coverings.

The school will have a contingency supply of face coverings available for staff, pupils and visitors that do not have one or need to replace the one they brought with them.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes footballs and other similar items. Pupils are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes. The following equipment can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Spectacles and spectacle cases
- Packed lunches
- Stationery and books
- Washed PE kits
- Mobile phones
- Bags

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

6. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.



As a precaution, your child must not come into school for **14 days** after coronavirus has been identified in your household, whether confirmed or unconfirmed.

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See [below](#) for information on accessing a test.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.



If your child is sent home from school to self-isolate, they **must not come into school** for at least 10 days.

If an individual in your child's class tests positive for coronavirus, **the school will send the individual's close contacts home** to self-isolate for 14 days. Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact, or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in a designated area and be able to access one toilet.

7. Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>. In exceptional circumstances, e.g. where there may be a barrier to your child accessing a test elsewhere, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

8. Uniform

We expect pupils to attend school in full uniform. We will be upholding our school Uniform Policy as normal.

9. Food arrangements

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. Pupils who require a school meal will have these delivered to their bubbles at their designated time and will eat their lunch in their classrooms. Pupils who bring a packed lunch to school will also eat their lunch in their classroom

The school will continue to provide free school meals (FSM) for eligible pupils. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

10. Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face coverings.

School transport will run on a limited service. Please get in touch with the company that provides your child's transport if you need to discuss school transport arrangements.

11. The curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Provision and contingency plans for remote education

Lessons will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing, core subjects and ensuring pupils have a secure understanding of the content covered through remote learning during the lockdown period. An adequate amount of time will be spent getting pupils up-to-speed on material from the previous term that they may have missed due to partial school closures.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term.

Parents who are continuing to help educate their children at home will be continually supported by the school. Further information about learning from home is available below.

12. Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

The school will continue to provide pupils with access to learning materials remotely via an online learning portal and send emails to you or your child's school email address detailing when tasks are to be completed by.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

We advise you to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this poses its own unique challenges and,

therefore, encourage you to contact your child's teacher via Synergy if you are experiencing any problems.

13. Local lockdowns

The government has released new guidance on how schools will operate if they are in a location that becomes an area of national intervention, previously known as a local lockdown. Restrictions to school operations will vary depending on the severity of the outbreak – the government has outlined four different tiers of restriction:

- Tier 1: When the local area initially moves into national intervention with restrictions outside of education, the school remains open to all pupils.
- Tier 2: The school implements a rota model, combining on-site provision with remote education. Vulnerable pupils and the children of critical workers still attend full-time, but all other pupils attend only when the rota permits.
- Tier 3: The school provides full-time on-site provision only for vulnerable pupils, the children of critical workers, and 'selected year groups' – the DfE is yet to define the latter. Remote education is provided for all other pupils.
- Tier 4: The school provides full-time on-site provision only for vulnerable pupils and the children of critical workers. Remote education is provided for all other pupils.

14. Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors, stairwells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behavioural Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually, work with pupils to educate them on the importance of social distancing and infection control measures, and reward positive behaviour.

15. Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. The designated safeguarding lead (DSL) will work to speak to all parents; however, if you need to report any changes, please contact the DSL directly.

16. SEND support

The SENCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

Support for pupils with SEND who are at home will continue to be delivered as it was during the lockdown period. The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with the SENCO.

17. Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support they need.

Pupils will be able to speak to pastoral staff face-to-face in school to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required. We will also be distributing pupil surveys to assess how they feel about returning to the school site.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact the Pastoral team via Synergy.

18. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance. All visitors will

be given a copy of our Visitors policy and will need to sign a Covid-19 declaration form before entering the school.

19. Before- and after-school care

Some extracurricular activities, such as music, dance, drama and sports clubs, will need additional measures to be implemented in order to run, e.g. no physical contact, appropriate social distancing, smaller groups than usual, and increased ventilation. Pupils attending these sessions, if and when they go ahead, will be informed of any changes to procedures.

We have determined that it is not safe to restart any before- and after-school clubs at this time. We will review this decision on a regular basis and any changes will be clearly communicated to you.

20. School trips

The government has advised that school trips abroad do not go ahead until further notice – this may mean that school trips are delayed or cancelled. Overnight trips also cannot go ahead at this time, but non-overnight domestic trips can take place, provided that adequate safety measures can be followed.

If we need to delay a planned school trip due to the coronavirus pandemic, we will inform you of the new date for the school trip and details of any outstanding payments as soon as possible.

The school is not currently planning or arranging any new school trips at this time.

21. Important documents

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- Coronavirus (COVID-19): Full Opening Plan
- Coronavirus (COVID-19): Risk Assessment for Full Opening in September
- Social Distancing Policy
- Infection Control Policy
- Behavioural Policy
- Attendance and Truancy Policy
- Bereavement Policy
- First Aid Policy
- Complaints Procedures Policy

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

22. What can you do to help?

Your support and understanding is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Maintain social distancing on or near the school grounds
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

23. Reporting concerns

In line with government advice, our school is not currently handling new or existing complaints in line with our Complaints Procedures Policy. We remain, however, committed to maintaining open channels of communication with you.

Please raise any concerns in the first instance with your child's head of year – The staff member will work with you to address your concerns and can escalate any concerns to the headteacher where required.

If your concern relates to the safeguarding of a child, you should contact the LA or, where appropriate, the police as soon as possible.