



Parent Information Leaflet for September 2020

Bubbles

- The Government is recommending that schools reduce the number of contacts between students and staff by keeping groups separate (bubbles) and maintaining distance between individuals. In accordance with this guidance at Key Stage 3 bubbles will be a tutor class and in Key Stage 4 this will be the size of the year group.
- Each 'bubble' will be kept apart from other 'bubbles' as much as possible and students will keep their distance within groups.
- In line with the guidance, staff will operate across different classes to facilitate the delivery of a wide range of subjects. Staff will be required to keep their distance from students and other staff as much as possible.
- We will limit movement around the school as far as possible. For Key Stage 3 this will be for all subjects with the exception of PE. Key Stage 4 will move around the school more to follow their timetable but contact between groups will be minimised to only brief passing in corridors.
- We will follow government guidance on specific subjects such as PE, Music, Art etc
- Students will be expected to bring in their own equipment eg pens, pencil, ruler and will not share equipment

Break and Lunch

- There will be no food service offered at break time initially but students will be able to bring in a drink (no fizzy or energy drinks) and a snack. This will be reviewed after the first term.
- Lunchtimes will be staggered and for a minimum of the first three weeks a grab and go service will be offered where students will have a choice of items to order and they will be collected packed lunch style at lunchtime. This will then be reviewed with the aim to return to a full hot and cold meal service during the first term.
- To minimise contamination **students will not be able to top up their accounts in school.** We are introducing a contactless card service which means students do not need to use their fingerprint to pay. Parents will be able to top up using Parentpay as normal and each student will be issued with a contactless card which will be used to pay for their items. Students who receive free school meals will automatically have their card topped up with their daily allowance.
- If any parents do not have log in details for Parentpay to top up students accounts please contact the school office as soon as possible to ensure you can top up your child's account as there will be no facility to do this in school.

Emotional Wellbeing

We do not underestimate how difficult recent times have been for everyone and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on students' emotional wellbeing as well as their return to learning. The following support is in place for students once they return to school:

1. The tutor will be the first point of contact for any issues
2. Associate Heads of House and Heads of House will provide additional support where required
3. Special Educational Needs Co-ordinator and LSA team are available to support those students who required additional support.
4. We have access to trained counsellors via Sunderland MIND and parents can contact their child's Associate Head of House if they would like to access this for their child.

Symptoms of Coronavirus and NHS Test and Trace

Students must not attend school if they, or anyone in their household have symptoms or have tested positive in the last 10 days. If a student is displaying any symptoms of COVID-19 including a high temperature, a new continuous cough or a loss of or a change to their sense of taste or smell, they **must not attend** school and you should arrange for your child to access a test via <https://www.nhs.uk/ask-for-a-coronavirus-test>. If anyone in the household in which the student lives are displaying symptoms, then they **must not attend** school until the period of household isolation is complete (14 days). In addition, if your child is contacted by the national Test and Trace system, they will need to follow the self-isolation guidance and **must not attend** school. In accordance with the Department for Education Guidance we have plans in place in the event of a local outbreak which involves working with Public Health England and plans for remote education if required. If a student is tested and the result is negative, the school will need proof of this result before the student returns to school. If a positive is confirmed, the school will immediately contact Public Health England and follow all advice provided which may result the whole of their 'bubble' including adults needing to self-isolate for 14 days. If there appears to be an outbreak of the virus within school, the again all advice from Public Health England will be followed which may involve closure to the bubble or potentially the whole school to allow for a deep clean.

Hygiene and Cleanliness

- There will be a hand sanitiser station at the entrance point to be used by all students when arriving at school. In addition, hand sanitiser stations will be located at key points around the school
- We will ensure students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
- We will follow the 'catch it, bin it, kill it' approach and ensure a plentiful supply of tissues and bins around school
- Classrooms, toilets, corridors, door handles, hand rails and other high touch surfaces will be cleaned at the start and end of each day
- Cleaning products and hand sanitiser will be available in every classroom
- Classroom doors and windows will remain open to aid ventilation

Home Learning

- If a student is unable to return to school in September, then they will be given immediate access to remote home learning
- This will also apply should a bubble need to self-isolate or the academy be required to close
- Home learning will not be optional, students not attending school will be required to follow work set
- Work will be set using ClassCharts and this will mirror the work being completed in school
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost
- We will also continue to prioritise student emotional wellbeing
- As in the majority of cases teachings will be teaching in class all day, responses to home learning queries may not be as frequent. Please be patient, we will respond. Parents can support us by ensuring that each day your child logs into ClassCharts at the designated time and completes the relevant work.

Travel to and From School (Please note that this is the parent's / carer's responsibility)

- Students are encouraged to walk or cycle to school wherever possible
- If students meet friends on the way to school they must maintain social distancing (currently 1 metre plus)

- If travelling by car, students must be dropped off at the main gates
- If using public transport, students should wear a face mask/covering and minimise the surfaces they touch
- Students should not travel to school in groups
- Students should not congregate outside school or in the local community

Entrance (Staff will be managing the students from this point onwards)

- Students will be guided into school to ensure social distancing and there will be floor markings and a one way system to ensure social distancing
- Students will enter at their designated time using the hand sanitiser station
- One way systems are in place to ensure social distancing
- Signs are placed around school to remind students about hygiene and social distancing

Moving Around School

- Movement around school will be managed via a one way system
- Students should follow staff instructions and leave the classroom when told to do so
- Use floor markings and the one way system at all times
- Students should wash/sanitise hands when instructed to do so
- Students should follow social distancing rules

Uniform

- Students will be expected to wear their school uniform
- Jewellery is not permitted in school, except for a wrist watch and a pair of small stud earrings
- Make-up is not permitted
- Students may wear a face mask/covering but this is a parental choice

First Aid

- There will be a first aid rota in place each day
- If a student feels unwell, they need to let their teacher know immediately
- PPE has been purchased for in the event that first aid needs to be administered or if someone shows symptoms of COVID-19
- The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others
- A separate isolation room is designated in the case of any student or member of staff displaying symptoms of Coronavirus
- Students falling ill during the school day with symptoms of COVID-19 will need to be collected by their parent/carer **immediately**.

End of the School Day

- Students will be expected to follow staff instructions and leave the classroom when told to do so
- Students will be expected to wash/sanitise their hands prior to leaving school
- Students must follow the one way system and floor markings at all times when exiting the school site
- Students must leave the school site immediately and not wait at the school exit waiting for friends
- Students should not travel in groups from school

- Students should not congregate outside of school or in the local community including the shops on Dovedale Road
- Parents/carers collecting their child up from school should do so outside of the main school gates

Behaviour Expectations

- High standards of behaviour will be expected at all times. This is particularly important under the current situation and poor behaviour that puts others at risk, will not be tolerated. Please make sure that your child is fully aware of this and that they adhere to all instructions and procedures
- Mobile phones must be switched off
- Students must be respectful to each other and all staff and must respect social distancing at all times
- Students should follow instructions as soon as they are asked to do so
- If students feel worried or have any questions they should tell a teacher or member of staff immediately and they will help them
- If any students fail to follow the protocols outlined or act in a manner that jeopardises safety of themselves or others, they will be required to be collected immediately

Attendance

- It is expected that all students (unless advised by medical professionals) will return to school in September.
- Parents/carers will be required to notify the school of any absences in the normal way
- We will follow all normal attendance procedures where there is non-attendance whilst continuing to offer support to families where needed

Visiting School

- We would like to politely request that parents do not come on to the school site unless a prior appointment has been agreed as we will be limiting any face to face meetings with staff. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe. Communications will be via phone, email or through virtual meetings via Microsoft Teams.