



SCHOOL RE-OPENING OPERATIONAL HANDBOOK for PARENTS

SEPTEMBER 2020

Sutton Community Academy



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1. Overview

As the country moves towards a measured reopening of the economy, we have now been asked to, and have carefully deliberated on how to educate all of our students from September onwards. Throughout the planning process our primary concern, as always, is the well-being and safety of all stakeholders which include our students, staff and their families.

In September, we will open our doors to welcome all of our students back into the academy with measures put in place to ensure that we can provide the best learning experiences for our students in a safe environment. The information in this document sets out our approaches and the details the measures put in place at Sutton Community Academy to ensure the well-being and safety of all involved; this remains as our greatest priority at all times.

If you do have any concerns or questions please contact us via email at:

academy.office@suttonacademy.attrust.org.uk

The movement of all students during the school day has been restricted in order to minimise the risk of the spreading of COVID-19; Students will remain in their allocated year group areas (bubbles) where changes of rooming taking place for options subjects in KS4 only. Teachers will be moving between bubbles to deliver their lessons where non-teaching support staff will monitor behaviour in-between lesson transitions. Behaviour and Safeguarding policies have been updated in light of recent announcements and the Student Code of Conduct has been shared – our students need a calm, orderly and disciplined environment which gives them security and allows them to flourish.

The Senior Leadership Team will continue to constantly monitor, evaluate, and update existing systems and practises to ensure that all national and local guidance is being adhered to whilst keeping the safety and wellbeing of the entire academy community at the forefront.

2. Net Capacity and Organisation of Teaching Spaces

Bubble locations listed below in the table will host entire year groups in their respective bubbles where they will receive their lessons. For the most part, KS3 students will remain in their classrooms, in their sets and teachers will move to the locations to deliver lessons. Students will be supervised to and from PE lessons to manage the necessary movement of students around the Academy. Similarly, Students in KS4 will remain in their classes and teachers will rotate with the exception of Options subjects where every effort will be made to timetable these lessons so that movement during the Academy day is minimised. This will be during Period 1 or Period 4 for Year 11 and Period 5 for Year 10.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12 &13
Bubble Location	Maths	English P. Suite Exam room	Humanities Performing arts	Specialist Base ADT	Languages Library	Sixth Form
Break and Lunch Location	Small quad	Bottom quad	Bottom quad	Small quad	Small quad	Sixth form

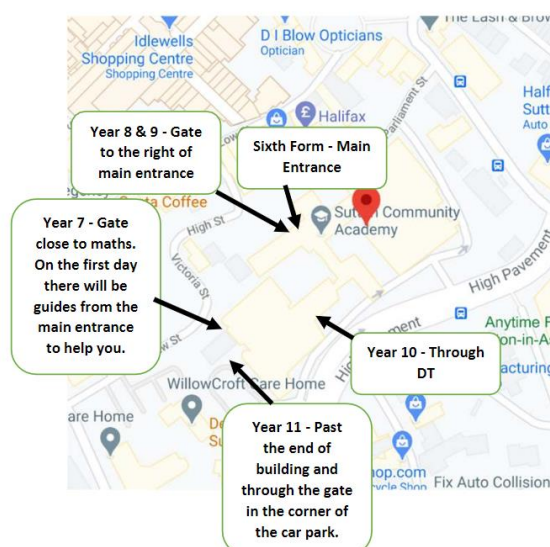
3. Overview of School Day

	Year 7	Year 8	Year 9	Year 10	Year 11	6 th Form
Entrance	Main – Maths	Main – through quad 1	Main – through quad 2	DT	Health Centre	Main
Bubble Location	Maths	English/ Princess Suite/ Exam room	Humanities Performing arts	Specialist Base Art/ DT	Languages/ Library	Sixth Form
Break and Lunch (outdoors)	Small quad	Bottom quad	Bottom quad	Small quad	Small quad	
Break and Lunch (indoors)	Maths upstairs/ downstairs	English/ Princess Suite	Humanities/ Music	Specialist Base/ Downstairs DT/ Upstairs Art	Languages/ Library	
8:45 – 9:00	Pastoral time Taught by period 1 teacher			Arrival		
9:00 – 10:00	Lesson 1					
10:00 – 11:00	Lesson 2					
	Year 7	Year 8	Year 9	Year 10	Year 11	6 th Form
11:00 – 12:30	Break 1 11:00 – 11:30		Lesson 3		Lesson 3	
	Lesson 3		Break 2 11:30 – 12:00			
			Lesson 3		Break 3 12:00 – 12:30	
12:30 – 14:00	Lunch 1 12:30 – 13:00		Lesson 4		Lesson 4	
	Lesson 4		Lunch 2 13:00 – 13:30			
			Lesson 4		Lunch 3 13:30 – 14:00	
14:00 – 15:00	Lesson 5					
15:00 – 15:15	Finish time			Pastoral time Taught by period 5 teacher		

4. Arrival to and Departure from the Academy

- Staggered arrival and departure from the academy have been planned to reduce crowding on entry.
- Students will be able to arrive at school from 8:30am onwards.
 - Where families have siblings, students should arrive at the designated time for the younger sibling.
 - Once main school students arrive, they should report immediately to their designated registration venue. Students must not congregate in corridors, library, Canteen or Sports Hall.
 - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should drop off their child after 9.05am.
- Upon entering school, students will use a hand sanitizer.
- Students and staff will wear face covering if using the bus to travel to and from school. Once in school, students and staff will not be required to wear a mask.
- Staff should avoid sharing cars. In the event they do so, a mask or face covering should be worn by all.
- At the end of the school day, students will be asked to use the hand sanitizer before leaving their final lesson.
 - Where families have siblings, students should arrive at the designated time for the younger sibling.
 - Once main school students are dismissed, they should immediately leave the building and school grounds. Students must not congregate in corridors, library, Canteen or Sports Hall.
 - Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should collect their child after 3.25pm.

	Year 7	Year 8	Year 9	Year 10	Year 11*	6 th Form
Arrival time	8:30 - 8:45			8:45 - 9:00		
Entrance	Main/Maths	Main to Quad	D&T	Health Centre	Main	
	Managed by SLT and Pastoral Team					
End of school time	15:00			15:15 (*Y11 - Afternoon Catch Up Intervention)		
Exit	Maths	Quad to Main	D&T	Health Centre	Main	
	Managed by SLT and Pastoral Team					



5. Breaktime and Lunchtime Plans

Students will be provided staggered break and lunch times to minimise the risk of cross contamination across Year Group Bubbles and allows for the sanitisation of venues in-between usage. There are four break-out areas and dining venues where the dining venues serve as wet break areas if needed. All students will be expected to have a formal 'sit-down' dining experience during lunch break.

- Students will queue with social distancing where possible.
- Students are allowed to sit on one side of the bench in the canteen.
- Students are only permitted to use the Canteen if getting a snack. Otherwise, they will go outside to their designated outdoor space.
- Other than the Canteen, students are not permitted to be in the building during break time.
- During break, students will be supervised by their LOLA and senior leaders, in addition to teaching staff as per a rota.
- During a wet break, students will be asked to use the designated Canteen or stay in their bubble rooms.
- All benches will be wiped down with disinfectant continuously between 11am and 12.30am.

	Year 7	Year 8	Year 9	Year 10	Year 11	6 th Form
Bubble Location	Maths	English/ Princess Suite/ Exam room	Humanities Performing arts	Specialist Base Art/ DT	Languages/ Library	Sixth Form
Break and Lunch (outdoors)	Small quad	Bottom quad	Bottom quad	Small quad	Small quad	Sixth Form
Break Timings	Break 1 11:00 – 11:30	Break 1 11:00 – 11:30	Break 2 11:30 – 12:00	Break 2 11:30 – 12:00	Break 3 12:00 – 12:30	Break 3 12:00 – 12:30
Break and Lunch (indoors)	Maths upstairs/ downstairs	English/ Princess Suite	Humanities/ Music	Specialist Base/ Downstairs DT/ Upstairs Art	Languages/ Library	Sixth Form
Lunch Timings	Lunch 1 12:30 – 13:00	Lunch 1 12:30 – 13:00	Lunch 2 13:00 – 13:30	Lunch 2 13:00 – 13:30	Lunch 3 13:30 – 14:00	Lunch 3 13:30 – 14:00

6. Toilets

Students must use the toilets allocated to their bubble at all times. When given permission during lesson time, teachers must remind students of the toilet they should use, allocated to their bubble.

During break and lunch time students must use their designated toilet on their way to the breakout spaces.

	Year 7	Year 8	Year 9	Year 10	Year 11	6 th Form
Bubble Location	Maths	English P. Suite Exam room	Humanities Performing arts	Specialist Base ADT	Languages Library	Sixth Form
Break and Lunch Location	Small quad	Bottom quad	Bottom quad	Small quad	Small quad	Sixth form
Toilets Location	Specialist Base	Maths and Languages P. Suite	Maths and Languages	Specialist Base	Maths and Languages	Sixth Form

- Only one student per cubicle should enter the toilets.
- Sixth Form prefects/monitors will support the supervision of the use of toilets during break and lunchtime.
- Labelled sets of toilets are designated to year groups for use during break and lunchtime.
- All cubicles will be disinfected regularly.

7. Movement Around School

All non-essential movement around school should be avoided.

The routes to be used by each year group are outlined below (the reverse route should be used when returning):

Year	Zone and Rooms	Route for School Entry & Exit	Route for Break & Lunchtime
7	Maths - All Maths Classrooms	Main Entrance and then directed to Maths gate	Door to downstairs maths and into Small Quad
8	English – All English Classrooms Princess Suite Exam Room	Main Entrance - underneath building through bike park – Route 1 to Lower Quad and into English. Funnel system in place.	English Stairs to Lower Quad. From Princess Suite and Exam Room –Through Dining Room and Sixth Form Corridor to Lower Quad
9	Humanities – All Humanities classrooms Performing Arts classrooms	Main Entrance - underneath building through bike park – Route 2 to Lower Quad and into Hums. Funnel System in place.	Humanities Corridor, across the front of LRC to Lower Quad. Direct from H1 to Lower Quad. From Performing Arts straight into Lower Quad.
10	Specialist Base classrooms. ADT classrooms	Through DT on High Pavement	Specialist Base corridor to Small Quad. ADT stairs / ground floor exit.
11	Languages Classrooms. LRC	Health Centre Car Park Gate to Languages Stairs / LRC entrance	Languages Stairs to Small Quad. Straight from LRC door to Small Quad.
12-13	Sixth Form Corridor	Main Entrance – Main Reception to Sixth Form Corridor.	Stay in Sixth Form

- If groups of students are moving during lessons to shared spaces (e.g. Canteens, intervention rooms etc) or specialist spaces (e.g. for PE, IT lessons etc), the class should wait in their bubble area and are managed by their teacher to and from their specialist venue or shared space to avoid crowding on corridors.
- During each lesson changeover, LOLAs/ SLT should be situated within the Area before the end of the lesson to supervise movement between rooms within the bubble.

8. Designated Spaces and Rooming Strategy

Bubble Rooms and Shared Spaces

- Bubble rooms are rooms allocated to specific year groups - are used by these year groups exclusively for lessons. These rooms are located very close to each other in order to minimise movement between lessons and minimise contact with other year groups. It also enables the existing timetable (with singles) to be delivered.
- Within bubble rooms, teachers should maintain at least two metres distance from students and students should distance as much as possible from each other.
- Movement to and from shared spaces will be managed and supervised. Students should wait in their bubble and their movement to and from the shared space is managed to avoid crowding. These shared spaces should also be disinfected before and after use.
- The rooming for each Set is determined to minimise movement between lessons.

Specialist Rooms

- These rooms are not allocated to any specific bubble (and are not shared spaces used throughout the day in a timetabled manner) but are used by all year groups if needed (with disinfection before and after use).
- When using specialist rooms:
 - These spaces must be booked beforehand.
 - Disinfect teacher and student workspaces before and after the lesson.
 - Students sanitise before and after the lesson.
 - The class wait in their bubble area and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors.
- All other rooms, including other Science and IT rooms, are used to permanently accommodate a year group as part of their bubble.
- If not needed for any specific lesson, students remain in their bubble room within their Area.

Other

- The library will be used during lesson times only. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the student.
- Students are not permitted to congregate on any corridor unless moving to and from lesson.
- At break and lunchtimes, students should be in the designated areas or outside. In the event of poor weather, students will be able to use their 'bubble' classrooms.

9. Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the school's risk assessment.

No	Essential Control	School Actions
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.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in the Humanities Disabled Toilet area. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet, it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant. • All new staff will complete training on infection control. All staff, current and new, will be reminded of the key messages from the training.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving school and before and after each lesson. Sanitiser dispensers will be located at the entrance of the school and of each classroom.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal. Heads of Year will visit each lesson to remind everyone to sanitise hands. All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. The Estates Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> The school will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. All classrooms, social spaces and corridors will have adequate bins. There will be an enhanced schedule for bins to be emptied and disinfected. All students and staff must wear a face covering if using the school bus or public transport. A stock of additional masks will be provided to the bus company in case a student or staff forgets to bring a face covering. The school will deploy masks around school in order to ensure that these are available for use when staff are not able to maintain social distancing (e.g. providing intimate care, one-to-one learning support).
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> All classrooms will be provided with disinfectant wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Such wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. There will be an enhanced cleaning schedule throughout the day. A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. The Estates Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.
5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> Each year group is a single bubble. Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. Each bubble will have a designated set of classrooms (i.e. area) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the school and mitigate crowding on corridors and contact with students of other year groups. Staff will move between bubbles and will be required to socially distance from students at all times. Each bubble will have a designated venue for break time, lunchtime, assembly and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. Students and staff will be prohibited from sharing any belongings, including stationery. There will be a stock of new stationery available for students who forget. Students will be able to access their lockers (including to store mobile phones) in a manner that will inhibit queuing and crowding. Staff will not touch any student belongings. When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such <u>resources may not be shared with students in other year groups until and unless they are disinfected, or they are left for a period of 48 hours (72 hours for plastic).</u> Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group. <u>For marking of student work or assessments, teachers will wait 48 hours before handling. Student books and test scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking scripts.</u>
6	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> The school will maintain stocks of PPE and deploy them around school. PPE will be worn by all staff in specific circumstances: <ul style="list-style-type: none"> Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools should continue to administer their care following the school's usual procedures. Support for pupils whose specific needs mean they may be liable to spit: Appropriate staff should use PPE following the school's usual procedures. First aid: First aiders should follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.

No	Essential Control	School Actions
		<ul style="list-style-type: none"> ○ The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. ○ Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. ○ Catering: Kitchen staff should wear disposable gloves and aprons. A face shield will be worn based on the risk assessment.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> • The school will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. • The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment and confirm next steps. • Following advice from PHE, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> ○ If any of these individuals develop symptoms, they will be eligible for testing. ○ If positive, they should isolate for 7 days from the onset of their symptoms. ○ If negative, they should complete full 14-day isolation period. • The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant. • A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak. • The school will keep the Trust and LA updated (by completing relevant proforma).

No	Essential Control	School Actions
		<ul style="list-style-type: none"> The Trust will provide spreadsheets to schools to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.

10. Uniform, Equipment and Lockers

All students will wear the full uniform.

All coats/jackets are to be removed before entering the building.

- Students who have PE on the same day will be allowed to wear their PE kit instead of the uniform, however they must have the school blazer on.
- Students are expected to **only bring the necessary books and stationery for each school day.**
- Students **must not share equipment** with others. Students will be provided with all necessary equipment except calculators and coloured pencils initially but the responsibility of replenishing the equipment lies with students. It is the students' responsibility to ensure that they bring all the equipment to the Academy daily.

Your child will need to have the following equipment at all times:

- Dictionary with Thesaurus (recommended)
- Reading Book
- Black Pen
- Green Pen
- Pencil (HB)
- Pencil Sharpener
- Rubber
- Ruler
- Glue Stick
- Scientific Calculator

11. Registration, Attendance and Assembly

All students are expected to attend school full-time in September.

- A register will be taken each morning at 8.45am for KS3 students and at 9.00am for KS4 and 6th Form students as well as at the start of each lesson.
- The school will follow the DfE guidance on absence codes for students who fail to attend school.
- Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.
- For all pupils who are isolating at home, Attendance Officers/ LOLAs will continue to make regular calls to check on welfare and whether they are participating fully in lessons.
- Morning registration will continue with a full programme.
- Any assembly of students will be virtual – via Teams and within year group bubbles.

All vulnerable students and those who are from the identified year groups from the DfE will be offered on site provision and will be encouraged to attend. This will include consideration for:

- Review the risk assessment that was put in place with the social worker and family to determine if the student should stay at home during the lockdown period.
- Update the risk assessment to include agreed re-engagement strategies for return to school.

- Address any matters where the student is subjected to stigma as a result of attending school during the lockdown period.
- Allocated bubble in school to ensure a safe provision is offered
- Consistency of staff allocated to each bubble to ensure minimal mixing
- During regular calls home parents encouraged to take up the provision, any concerns followed up with appropriate staff member/department
- Regular interaction with staff across the VLE to support students returning to the academy

Any parent/carer who declines this offer will be asked to provide the reasons why and attempts will be made to address any barriers with this conversation recorded.

Academy registers will be completed using SIMS each day and, whilst no penalties will be issued to parents/carers based on non-attendance at this time, the academy will encourage good attendance in the following ways:

- First day absence checks
- Reviewing any barriers to non-attendance
- Supporting students and parents/carers with strategies to ease the transition back into school
- Ensure where required, appropriate referrals are made to external agencies and students are supported through pastoral interventions
- Where appropriate, ensure students have access to support from external agencies e.g. speech and language therapy.
- Where social development has been impaired, create opportunities within the timetable to re-develop this skill set.
- Continuing the trust priority around mental health and wellbeing
- There is access to designated staff for students to talk to someone about wellbeing/mental health
- Review the frequency of this support at regular intervals.

12. Expectations in the Classroom/Bubble

- Students and staff will use hand sanitizer on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, students should wipe their keyboard and mouse at the start of each lesson.
- All classroom doors and windows should be kept open where possible.
- When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such **resources may not be shared with students in other year groups until and unless they are disinfected, or they are left for a period of 48 hours (72 hours for plastic)**. Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group.
- **For marking of student work or assessments, teachers will wait 48 hours before handling. Student books and test scripts will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking scripts.**
- All students must sit in the same place at all times. Desks and chairs must not be moved from their location.
- When teaching, teachers should aim to be 2m from students, whenever possible and should stay mainly within the teacher's area.
- Windows should be left open during the lesson if at all possible.

- Group activities and any close contact between individuals should be avoided.
- Stationery and personal equipment must not be shared.

13. Specific Curriculum Issues

- A full curriculum will be delivered, and all students will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

Subject/Issue	Guidance
Art & Design and Technology	The scheme of work for the subject should be re-sequenced to ensure that students from different year groups do not use the same specialist equipment. <u>A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group.</u> The risk assessment for the specialist rooms should be followed.
Science (once the labs are available)	A lab will be allocated for specialist science practicals and will not be part of the accommodation for any area/bubble. The lab will need to be booked. The scheme of learning for the subject should be re-sequenced to ensure that students from different year groups do not use the same practical equipment. <u>A period of 48 hours (72 hours for plastic) is needed for apparatus to disinfect before it is used by students from another year group.</u> The risk assessment for the specialist rooms should be followed. In some cases, if adequate resources are not available and it is necessary for the same practical experiment to be studied by different year groups, a teacher demonstration will be used rather than students undertaking the practical.
PSHCE	The teaching of mental health and wellbeing should be prioritised during the first term.
Music	Follow the latest guidance and ensure regular cleaning of instruments used. Choral singing should be limited to groups as per DfE guidance.
Sports and Changing Rooms	Where possible, PE should be undertaken in outdoor spaces. Contact sports should be avoided. The scheme of Learning for Sports should be re-sequenced to ensure that students from different year groups do not use the same specialist equipment. <u>A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group.</u> <u>All changing rooms must be wiped down before and after each use. Students should only enter a changing room if there is a spare cubicle.</u> Showers are not permitted.
Textbooks and Library Books	<u>When giving out textbooks in lesson, these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected, or they are left for a period of 48 hours.</u> <u>The library will be used during lesson times only. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the student.</u>
Educational Visits	All educational visits are unlikely to take place during the first terms. All requests must be approved by the Principal. International and residential trips will not be permitted.

14. Safeguarding

- LOLAs and Pastoral Team will continue weekly calls to all isolating students (not attending school).
- The school will deploy mentors and mental health practitioners to support students and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting students with attendance and behaviour concerns and maintaining a at Risk Register.

If the DSL (Designated Safeguarding Lead) or DDSLs (Deputy Designated Safeguarding Leads) are not able to be on site then other members of the safeguarding team (or the most senior member of staff on site) must be contacted for any safeguarding concerns and the DSL or DDSLs will be contactable via phone at all times. All staff are informed of the lead member of staff on site each day.

All decisions around risk assessments for the academy to open have included both Health & Safety and Safeguarding considerations to meet our duty of care for all students and staff.

The following actions will be completed by the academy in order to address any safeguarding concerns for all students given the potential length of absence:

- All children/families across the academy will receive a call within a two-week cycle, this can be more frequent if required.
- Regular contact with children's services for those children and families involved.
- The contact numbers and email of safeguarding team has been shared on the school website
- All vulnerable students'/key worker students to be offered a place at the academy and encouraged to attend
- DSL and safeguarding team contactable at all times. A member of the safeguarding team will be present everyday on site.
- All incidents/safeguarding concerns to be logged on CPOMs, safeguarding team to be contacted following the standard safeguarding policy and procedure.
- Home visit to be completed following approval from regional team where necessary

All students that have been identified as vulnerable in line with government criteria or as determined by the academy will be offered on site provision. In collaboration with relevant local authority agencies (e.g. Social Care/SEND) academy risk assessments will be reviewed and updated as appropriate to ensure the safety of all vulnerable students with a social worker or EHCP.

Wellbeing

The following actions will be completed by the academy in order to support students' mental health and wellbeing:

- Ensure all staff are vigilant to the signs of abuse and neglect
- Ensure where required, appropriate referrals are made to external agencies and students are supported through pastoral interventions
- Address any matters where the student is subjected to stigma as a result of attending school during the lockdown period
- Where necessary, continue to provide additional support, such as food vouchers/parcels
- There is access to designated staff for students to talk to someone about wellbeing/mental health.
- Put in place additional learning and emotional support that the student will need to reintegrate into school, including help to manage sensory issues and anxiety.
- Where required, arrange bereavement counselling sessions with a professional counsellor.
- Where social development has been impaired, create opportunities within the timetable to re-develop this skill set.

- Sutton Community Academy hub space will be available for students
- Relationships and recovery curriculum timetabled daily for all students, as well as additional resources uploaded to the VLE
- Regular communication between teachers and children both virtually and in person where applicable.
- PSHE sessions timetables for in person and remote delivery
- Continued support for those students engaging in 1-1 sessions with SEMH co-ordinator
- Mental Health First Aid training to continue for staff and those already trained can offer additional support to students, parents and fellow staff.

Online Safety

The academy will continue to prioritise the safety of all our students online. The following actions will be completed by the academy in order to ensure this:

- Internet monitoring system installed on all computer devices
- Deliver online safety seminars virtually to parents so that parents are equipped to monitor their children's activity at home. Parents will also learn about privacy controls and parental locks.
- Teachers email, school telephone number and online reporting tool available to share any online safety concerns.
- Signposting for students and parents regarding online safety on our school website
- Any concerns reported to relevant staff.
- Technicians to forward any concerns to safeguarding team following inappropriate usage by students.

Welfare Checks

Any student who is not attending the academy will receive welfare checks in line with our duty of care for all students.

In the physical academy, students will receive support as identified above in 'Wellbeing'. Any student who is expected to attend the academy will be contacted on the first day of absence to confirm that they are safe and well.

In the virtual academy, telephone welfare checks will continue with identified students receiving additional checks based on need. This is in line with Addendum V1.

15. Supporting Students with Special Educational Needs

- The support for students with SEND is in three forms:
 - Support within the classroom.
 - Support within the classroom, supplemented by partial withdrawal.
 - Complete withdrawal from classroom with alternative provision.
- Each form of support will require mitigation to avoid infection.

SEND Support	Guidance
Support within the classroom.	<ul style="list-style-type: none"> • TAs supporting in the classroom should maintain as much social distancing from the pupils they support as possible whilst maintaining effective support). If needed, they should liaise with the teacher to agree a seating plan that maximises their opportunity for distancing. • TAs should also consider: <ul style="list-style-type: none"> ○ Sit side by side with the student, both facing the front. ○ Avoid facing the student they support unless this is needed for hearing impairment. ○ Avoid physical contact with the student. ○ Ensure that they do not share stationery or contact the same surfaces.

SEND Support	Guidance
	<ul style="list-style-type: none"> ○ Check regularly whether the students they support are symptomatic.
Support within the classroom, supplemented by partial withdrawal.	<ul style="list-style-type: none"> • If students with SEND from different year groups need to be accommodated within the Access and Inclusion area (for partial withdrawal from the curriculum) and there are no additional venues or staffing, they must maintain social distancing of at least 2m from each other at all times. • All spaces within the Access and Inclusion area must be disinfected before and after each use.
Complete withdrawal from classroom with alternative provision.	<ul style="list-style-type: none"> • This will be considered to be its own bubble. All of the rules for each bubble will apply to this provision. • All students within this provision will arrive, learn, have break and lunch, and leave together – with no opportunities for proximity to other bubbles. • If a student is ready to move between the alternative provision and their main year group bubble, this should only be undertaken at the end of a term. This allows for a gap of 14 days for movement between bubbles.

16. Student behaviour whilst on the Academy site

Exemplary standards of student behaviour and conduct are expected. An addendum to the Academy Behaviour Policy, linked to COVID-19 guidance, has been developed. This addendum should be used in conjunction with the Academy Behaviour Policy.

All students/parents/carers will be required to sign an updated Home Academy Agreement.

Staff should contact on-call for support in dealing with any incident of unsafe behaviour which puts staff and students at risk.

17. Addendum to Behaviour Policy Covid-19

During the wider reopening of schools due to Covid-19 the following addendum has been made to the Behaviour Policy and Local Procedures.

Our academy rules will still apply to all children when they are on site or walking to and from the academy. The trust and academy will continue to expect:

- Pupils to conduct themselves around the building in a safe, sensible manner and show regard to others (*for example- follow the one-way system, maintain social distance, use designated spaces/zones only*)
- Arrive on time to lessons
- Bring appropriate equipment for lessons (*for example- to take care with equipment provided to them and not share*)
- Follow reasonable instructions given by the teacher (*for example- do not walk towards teacher desks but raise hand for support*)
- Behave in a reasonable and polite manner to all staff and pupils
- Show respect for the working environment (*for example- only sit at designated table/seat or in seating plan, do not enter closed areas of the academy*)
- Follow the academy rules, including safety policies (*for example, wash hands regularly, do not share equipment/food/drink, do not attempt to touch/hug other pupils*)
- Accept responsibility for their own behaviour (*for example, allow pastoral and SLT team to support safely from a distance if you are finding things difficult*)

These rules consider the need for social distancing and we will ensure that all pupils are taught, in an age appropriate way, the importance of social distancing at this time.

Failure to follow the social distancing rules which include, but are not exclusive, to keeping apart from other children, remaining in their seat, washing hands when required, will mean the academy will apply their sanctions as set out in the Behaviour Policy.

The health and safety of everyone working in the academy is our priority and we will follow the advice and guidance provided to us by the DfE:

'Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the Principal using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.'

Incidents that put others at risk (including verbal threats) will be dealt with in line with our current behaviour for learning policy.

Deliberate acts will be dealt with as higher-level behaviours. These may result in a fixed term exclusion.

Acts that are not deemed deliberate will be dealt with as lower level behaviours and staff will follow the behaviour for learning policy for this.

Repeated offences will be dealt with as higher-level behaviours.

The behaviour for learning policy will ensure that year group bubbles and staff are supported and 'risk' minimised.

18. Cleaning

There will be four cleaners at all times, with two shifts: 8am till 12.30pm and 12.30pm till 5pm.

They will be based in the following areas – this will be reviewed and updated on a regular basis:

- Maths and Small quad area (1 cleaner)
- English, P. Suite, Exam Room and Bottom quad area (1 cleaner)
- Sixth Form and Communications (1 cleaner)
- All offices, staffrooms, reception, Reflection Centre and Sports Halls (1 cleaner)

In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:

- In toilets, at least once an hour as well as in between bubble usage during break and lunch.
- Stair railings, entrances to the buildings, lifts and staffroom offices
- Entrance to classrooms (both door handles etc) at break, lunchtime and at the end of the day.
- Classroom desks (at break, lunchtime and at the end of the school day). This includes keyboards and mouse devices. Only 'bubble' classrooms, and specialist rooms in use, should be disinfected between lessons.
- Canteen before, during and after break and lunchtimes (this is undertaken by the catering team).

Cleaners must wear PPE at all times (disposable gloves, apron). Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.

19. First Aid and Medical Room

Administering First Aid

- A student who is unwell will wait in the Meeting Room before being collected by a parent.
- There will be a First Aid resource in each 'bubble' area. Students and staff will self-administer first aid if at all possible.

- A nominated person is responsible for regularly checking that the contents of first aid boxes are complete and replenished, as necessary. A check should be made at least Weekly during phased re-opening of the academy from June 8th.
- All first Aid boxes to be wiped with antibacterial Spray and thoroughly cleaned after use.
- First aiders should follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms, unless the 1m rule is comprised. Where a pupil has suspected COVID-19, staff should wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur. Once the process is completed staff must remove all items and place in a disposable bag. Staff must immediately wash their hands after use and use available hand sanitiser within the academy. Until hands have been washed staff must ensure they do not touch their face
- PPE used to administer first aid must only be used once and then disposed of immediately within a closed lid bin.

Performing CPR

- If a significant injury or case of illness occurs always contact emergency services. However, if CPR is required, mouth to mouth contact should be avoided and Chest compression techniques employed or use of defibrillator where they are available.

Managing spillage of bodily fluids

- In the event of bodily fluids being spilled within the academy, ensure that you keep people away from the area. Use a spill-kit if available and use the PPE provided by Academy transformation Trust and follow the ATT Supply and use of PPE procedure. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive or complete Deep Clean (using onsite dedicated cleaning staff) when the injury is minor and does not warrant emergency service involvement.

Transport to Hospital:

- If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

- All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
- The only medication kept and administered within academy are those prescribed specifically, for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Principal.
- No member of staff should administer any medicines unless a request form has been completed by the parent/guardian. All medications kept in academy are securely stored in the Staff room with access strictly controlled.
- Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens the following has been put in place:
 - All asthma inhalers are kept in the pupil's classrooms clearly marked with their name and cleaned with antibacterial products after use. If a member of staff handles these items gloves must be used and then disposed of after use.

- Epi-Pens are kept within a safe place in the pupil's classrooms. These will be cleaned with antibacterial products after use. If a member of staff handles these items gloves must be used

20. Visitors, Reception and Deliveries

- All visitors should be approved by the Principal beforehand and unnecessary visitors should be avoided.
- All visitors who wish to spend time in school should be asked at the school reception if they have had COVID-19 symptoms in the past 7 days. If so, they should be refused entry and advised to isolate themselves at home and get tested.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering school should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in school.
- All deliveries should be handled with gloves and left for 48 hours (72 hours for plastic) and/or disinfected before opening. Hands should be washed with soap after handling any deliveries.

21. Parents' Evening and Meetings

- Meetings with individual parents are not advised but permitted whenever necessary and must be approved by the Assistant Principal i/c of Behaviour, providing:
 - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception.
 - Parents sanitise their hands before and after the meeting.
 - All care is taken to avoid parents coming into proximity with any student other than their own child.
- Social distancing is maintained during the meeting.
- Parents' evenings, where there is a large gathering of parents, should be avoided during the first term. Instead, the school will make appointments with parents of targeted pupils when needed.
- Information events for parents, such as curriculum guidance evenings, will be delivered virtually.
- Performance Review Meetings will continue in line with the guidance outlined above, to mitigate the risk of infection.

22. Managing Positive Case and Outbreaks

Guidance and COVID-19 Procedure - Management of COVID 19 Symptoms and Confirmed cases

Managing the risk of COVID-19 in our academy and preventing the spread of coronavirus from September 2020 will be achieved through implementing a system of controls based on the latest PHE/Govt Advice Prevention and Response to Infection. Our updated Risk Assessment outline the controls in place to do this.

Ensuring that pupils, staff and other adults do not come into the academy if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

Main Symptoms

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste (anosmia), – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms and if any are prevalent should be isolated away be tested as soon as possible

Corona virus in Children

The following symptoms are key risk factors in children and emergency services must be contacted should they show any of the following in addition to COVID-19 symptoms:

- has a stiff neck
- has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now)
- is bothered by light
- has a seizure or fit for the first time (they cannot stop shaking)
- has unusually cold hands and feet
- has pale, blotchy, blue or grey skin
- has a weak, high-pitched cry that is not like their usual cry
- is drowsy and hard to wake
- is extremely agitated (does not stop crying) or is confused
- finds it hard to breathe and sucks their stomach in under their ribs
- has a soft spot on their head that curves outwards
- is not responding like they usually do, or not interested in feeding or usual activities

Academy Transformation Trust have completed detailed risk assessments for all of our sites to minimise the risk of pupils developing corona virus. The above are prevalent in extreme cases though staff should be mindful of any symptoms showing within a primary age pupil.

Managing Symptomatic pupils/Staff

As part of the NHS Test and Trace process the Academy must outline to all parents/ carers and staff that they must be willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child 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 tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved to the designated medical room with separate WC where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use a separate medical room WC if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds using soap or use hand sanitiser provided throughout the academy after any contact with someone who is unwell. The area around the person with symptoms must be cleaned by onsite Cleaning Staff after they have left to reduce the risk of passing the infection on to other people.

23. COVID-19 Procedure – Symptomatic Pupils and Staff





COVID-19 Procedure – Symptomatic Pupils and Staff

If a child or member of staff shows any of the symptoms associated with COVID 19 the following steps must be followed:

- If a pupil/staff member shows any symptom of COVID 19, no matter how small, they must be isolated from the main group they are in using the designated medical room at the academy.
- The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.
- The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.
- Take the pupils temperature to check for fever if not prevalent.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.
- The Staff member caring for the pupil must wear PPE as detailed in the ATT Supply and use of PPE procedure.
- While waiting to go home, unwell pupils or those showing symptoms of COVID-19 must be isolated from the rest of the academy and kept within the designated medical area and use only the designated toilet facility.
- Send pupil home and advise to self-isolate for 10 days, household members should self-isolate for 14 days, and advise that the pupil should be tested by booking online <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.
- In certain situations where families cannot access a test the academy will have a limited number of home testing kits available
- Ensure that the area they have occupied at the academy is cleaned by onsite cleaning staff and thorough disinfectant of all areas takes place.
- If the Pupil/staff member tests negative for COVID-19 and is no longer showing COVID-19 symptoms they can return to the academy
- If the Pupil/staff member tests negative for COVID-19 and is still showing COVID-19 symptoms they should complete the self-isolation period of 10 days prior to returning.

Managing confirmed cases of COVID-19

In the event of a Pupil or staff member testing positive for COVID-19 the academy must take swift action.

Once confirmed that a positive test has been received the academy must contact the Local Health Protection team for advice. The HPT teams contact details are:

PHE East of England Health Protection Team,

Council Offices, College Heath Road,

Mildenhall,

IP28 7EY

Phone: 0300 303 8537 option 1

Email: EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

The Academy must also inform the ATT central team and Regional Estates Manager so they can advise and plan accordingly whilst liaising with relevant agencies/authorities.

The health protection team will conduct a rapid risk assessment to identify anyone who has come into direct contact with person during the period they were infectious and advise them to self-isolate.

The Academy must review records and make a log of anyone who has come into close contact with the infected person at the academy.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Anyone who has come into close contact in these circumstances must be sent home to self-isolate for 14 days and arrange to have a COVID-19 test. Their family members do not have to self-isolate unless the person develops symptoms.

If someone who has been sent home to self-isolate develops symptoms while isolating, they must get a test and:

- **If the test is negative**, they must remain in isolation for the full 14-day period
- **If the test is positive**, they must inform the academy immediately and should self-isolate for 10 days from the onset of their symptoms, (this may end before or after the original 14-day isolation period). Their family member should self-isolate for 14 days from the onset of their symptoms.

If there are two confirmed cases in a 14-day period, or an overall rise in sickness absence where COVID-19 is suspected, the academy may be experiencing an outbreak. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.

Due to the Bubble Group system being implemented at raven's Academy this would be limited to one class or year group. In the event of an outbreak the affected area will be left for 72 hours from the point the group began isolation and then undergo a deep clean or medical fogging dependant on the circumstances. A full academy closure based on cases within the setting will not generally be necessary and should not be considered except on the advice of health protection teams.

The local HPT, ATT central team and the academy staff will work together to ensure we share information to enable the correct measures to be implemented at the right time. The local HPT will provide advice and guidance in the event of a confirmed case once contacted. If someone tests positive

In consultation with the local Director of Public Health, where an outbreak at the academy is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

If the academy must close on advice from the health protection team or due to a local lockdown ATT central team will implement business continuity measures to ensure education can be provided. The academy's Business Continuity plan has been updated to reflect arrangements in place to mitigate COVID-19. In the event of a local lock down it is likely the academy would revert to previous arrangements for partial opening.

24. COVID-19 Procedure - Management of Confirmed Cases of COVID-19



COVID-19 Procedure - Management of Confirmed Cases of COVID-19

If a Pupil staff member test positive for COVID-19 the following steps must be taken:

- Contact Local Health Protection team to inform them of the positive test
- Inform central team and/or Regional Estates Manager
- Local HPT will undertake Rapid Risk Assessment to identify next steps
- Identify any other pupils or staff who have come into contact with the infected person and send them home immediately to self-isolate for 14 days
- Identify any shared resources used by the infected person and remove from circulation for 72 hours and clean thoroughly
- If a single case of infection, continue to monitor situation and stay in contact with those self- isolating in case they develop symptoms or test positive for COVID-19.
- In the event there is more than one confirmed case, the academy may have an outbreak and must work with their Local HPT and central ATT team to determine further measures to implement.
- This may result in a class or year bubble being advised to self-isolate for 14 days and undertake a test if they develop symptoms
- The Local HPT health Director may send on site testing unit to the academy if multiple cases are reported and situation considered an outbreak.
- In such cases the rooms used by the isolating bubble will be closed for 72 hours followed by a deep clean.
- In certain circumstances a medical fog process will be completed prior to the affected being used again.
- In the event a year bubble or whole academy are forced to close the academy leadership will implement business continuity measures and remote learning.

Please see detailed Risk Assessment for control measure in place to prevent spread of infection.

25. Remote Education (and Contingency for School or Local Lockdown)

- We will adhere to DfE guidance and the trust to ensure appropriate education is provided to students isolating at home.
- Lessons may also be delivered through MS Teams in the event of a closure for a particular year group or the full school, or if a member of teaching staff is isolating at home but well enough to work.
- In addition to online lessons, all subjects will use the academy's systems to share resources, engage in subject dialogue and respond to queries.

26. Appendix 1 – Staff Expectations

Staff Expectations

- Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.
- Only attend school if you and all members of your household do not have Covid-19 related symptoms
- Wear a mask or face covering if using public transport. Avoid sharing cars.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Do not share belongings (stationery, food etc) with others.
- Wipe your keyboard and mouse at the start and end of each lesson.
- When teaching, avoid movement around the classroom and maintain distancing from students.
- When marking work, wait 48 hours before handling and returning.
- Where possible, keep doors and windows open at all times.
- Do not gather in the staffroom/ office areas. Stick to a reduced capacity of each room. Maintain social distancing at all times.

27. Appendix 2 – Student Expectations

Student Expectations

- When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.
- Only attend school if you and all members of your household do not have Covid-19 related symptoms
- Wear a mask or face covering if using public transport. If you use a disposable face mask this must be disposed of on arrival at the academy. If you are using your own re-usable face mask a plastic bag will be provided for you to contain this in when on the academy site and must be kept on by yourself.
- Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Stick to your bubble and areas at all times.
- Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
- In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.
- At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). Maintain a safe distance from others.
- Do not share belongings (stationery, food etc) with others.
- Use your designated toilets only. Only enter the toilets if there is a free cubicle.