



# The Crest Academy

## Preparation for a phased re-opening

### Parent's Guide

The Crest Academy are reopening in accordance to the government guidelines. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of

coronavirus (COVID-19) has decreased. The government considers it safe to provide face to face support for year 10 and year 12 from the week commencing 15 June 2020. Parents and carers of eligible year groups, and critical workers/parents and carers of vulnerable children, are strongly encouraged to bring in their children, but they will not face fines or other sanctions if they don't.

### **What does this mean for your child?**

After performing a thorough risk assessment of the Academy and considering all of the guidance surrounding the reduction of transmission, we have come to the decision we can safely **provide face to face for year 10 and year 12 in the final summer term**. This decision was not taken lightly. In line with government advice the following has been put in place for the academy's reopening.

**Clinically extremely vulnerable individuals** are advised not to venture outside the home, wherever possible. In order to protect these individuals, those who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter), should still follow shielding measures in order to keep themselves safe. Individuals in this position are advised not to attend school.

**Clinically vulnerable individuals** who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should stay at home where possible.

If a **pupil lives with someone who is clinically vulnerable** (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend school.

If a **pupil lives in a household with someone who is extremely clinically vulnerable**, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend school if they can follow stringent social distancing rules.

### **How will we stay safe in school?**

A full site audit and risk assessment has been undertaken to ensure that the site has minimised the risk of transmission. Adjustments to policy, procedures and routines have been made to ensure that social distancing is adhered to at all time during the school day. Signage and floor markings have been implemented to remind and enforce these measures.

- Your child will be in a class of 8 children or less to maintain social distancing of 2metres.
- Groups of children (and adults) must be kept separate from each other at all times.
- In order to reduce 'contact points' the school timetable will be staggered including start and finish times, lessons, breaks and mealtimes wherever possible. Therefore, break will also be staggered, and pupils will not have a lunch time, rather a grab and go pack lunch system.
- Students should bring any snacks that they want to eat at break time.
- Your child may not be with their normal subject teacher but will be taught by a subject specialist. This may be a member of staff that they do not know.
- They may be not be in the same classroom as their friends.
- Classrooms have been redesigned in order to promote safe practice. This will mean an allocated table and the removal of additional furniture from classrooms.
- Pupils will not be allowed to leave their seat or the classroom at any time without prior permission from the class teacher. If they do so this will be a breach of the code of conduct terms and social distancing rules.

### **Social distancing:**

Tables in classrooms have been measured to ensure that any one pupil is 2 metres away from the next pupil. Signage/markings will be visible to remind pupils of social distancing and the one-way walking system

**Please be aware of the additional social distancing rules that have been included in the code of conduct in the student guide. If a student's behavior puts any other individuals at risk then their parent will be contacted and the child will be sent home.**

### **Examples of breaking social distancing rules:**

- Sharing of possessions. For example, equipment, food, chewing gum, lip balm, sprays, clothes or money.
- Physical contact with another student. For example, hugging, shaking or holding hands, brushing or doing the hair of another student.
- Coughing on another student.
- Holding another student's possessions.
- Touching the walls or shared surfaces unnecessarily.
- Physical abuse of another student. For example, hitting, kicking, pushing people around, spitting; or barging, hurting or stamping.
- Waiting for your friends or traveling to and from school together.
- Invading people's personal space.

### **Small classes: Bubbles:**

- Pupils returning to school in June, have been allocated into a 'bubble'. These 'bubbles' will exceed no more than 8 pupils. They have an allocated classroom and will only mix with these pupils and their allocated teachers.
- Provisions have been put into place so that these 'bubbles' will still be socially distanced within that 'bubble'. Each 'bubble' has a designated classroom within the Academy
- Each 'bubble' will have a 1 teacher who will lead them through their learning and will be within their 'bubble'. In order to maintain capacity, your child may be taught by a staff member who is familiar, but is not their usual teacher.

### **One -way system:**

- We now have a 'one way' system for moving around the school site. This has been clearly marked and cordoned, to ensure that individuals do not pass each other. Signage has been produced to remind and enforce this system.
- This measure has been put in place more for staff than pupils, as pupils will remain in their designated area and will not be moving around the wider Academy.

### **Intimate care:**

- Staff timetables have been produced so that there is at least 1 First Aider on site at all times of the day. If First Aid is required, relevant staff have been trained on revised protective measures; including the use of PPE, isolation procedures and preventative routines. Our First aid policy has been amended in light of this.
- Our 'intimate care' facilities have been assessed and adjusted to ensure that we have included measures that will considerably reduce the risk of transmission; including ventilation, PPE and a thorough cleaning process (see intimate care policy).
- If pupils are poorly or develop any symptoms of Coronavirus during the school day, they will be moved to a well-ventilated isolated room, allocated within each block. They will remain separate with a member of staff, until their parent comes to collect them. The child will be escorted to their parent at the school gate.

### **School Equipment**

In order to limit the contact between individuals in line with social distancing regulations and health and safety guidelines Students **will not be given any equipment** by staff in light of these measures' students will be expected to bring in their own equipment to the academy.

This should include

- **All our water fountains will be sealed off. You child should bring in a filled water bottle labelled with their name.**
- **a reading book and equipment necessary for the lesson. For example, pens, paper, laptop or calculators, note paper.**

### **Hygiene and cleaning:**

- During the lockdown period, every part of the Academy has gone through a 'deep clean' process – ensuring all areas are suitable for re-instatement.
- To reduce the risk of cross contamination or transmission, student must bring in their own equipment.
- We will be carefully planning lessons that require little/no intervention from an adult. Where significant assistance is needed, teachers will support from a social distance. Self-marking will be encouraged – there will be no marking of books by a teacher.
- All frequently touched surfaces (i.e. equipment, door handles, work surfaces and toilets) used during the day will be cleaned throughout the day. Teachers will 'wipe' these 'touch surfaces' at regular intervals, but a 'deeper clean' will take place each evening as well.
- Windows will be kept open at all times during the day.

- We will always have sufficient soap in every toilet and 'hand washing' breaks have been timetabled into the day (on entry; before and after break; before and after lunch, on exit) as well as whenever necessary (e.g. after using the toilet). We have 'sanitising stations', but pupils are permitted to bring their own hand sanitiser if parents choose to provide this.
- We will have a good supply of disposable tissues and will reinforce the 'catch it, bin it, kill it' approach in each classroom.
- Government advice states that face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, children) as it may inadvertently increase the risk of transmission. Any face coverings worn by students must be removed by the wearer before entering the classroom and put in a double plastic and put away. The wearer must then clean their hands

### **Personal Protective Equipment (PPE)**

Government guidance advises that *wearing a face covering or face mask in schools or other education settings is not recommended*. Face coverings on the way to school whilst using public transport may be worn as in these circumstances there is a risk of contact with people from other households and should only be worn for short periods of time. Wearing gloves will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. Changing habits, cleaning and good hygiene are the most effective measures to control the spread of the virus. The best way to protect yourself from germs is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol. If students make the decision to wear a mask or gloves during their commute to the academy, they must remove both mask and gloves before entering the school gates. Students need to ensure that they bring two plastic bags to put the PPE in. The trust wide policy states that no outside PPE can be permitted to be worn on the premises and that the only PPE to be worn must be provided by the Academy. If students would like to wear PPE whilst in the academy it will be provided by the trust and should be requested in advance via email.

### **Parent Expectations:**

- If your child or any other member of the household start to exhibit any of the Covid-19 symptoms your child should not attend the academy and they should start to begin to self-isolate and contact medical services.
- No parents will be allowed on site unless. Please contact the school office if you have questions or queries.
- All visitors to the academy will be expected to stand in line 2 metres apart from other visitors.
- Parents that are dropping off or picking up their child by car should park at least 300 metres away from the academy on the designated roads, Brook Road, Nutfield Road and Vincent gardens.

### **Travelling to and from the academy:**

Pupils should attempt to where possible avoid using public transport and especially during peak times. Pupils must not wait for other pupils after school or congregate in groups. *Behaviour to and from the academy should maintain social distancing and includes good hygiene practices.*

### **Entering the school:**

- At the gate entrance pupils follow the laminated signage on the fence and keep walking on the left, following the social distancing 2 metres markings on the ground.
- When pupils reach the outside hand sanitising station, they must sanitise their hands and dispose any paper towels in the pedal bin.
- Pupils walk through the playground gate entrance and keep to the left and enter the building through the zero floor double doors maintaining 2 metres social distance at all times following the feet symbols on the floor.
- Pupils are only allowed to walk on the stairs once the student in front of them passes the hazard line of the stairs that indicates the 2 metres distance.
- All pupils must follow the signage on the stairwells and the walls to stay on the left and for social distancing.
- Pupils must walk around the building following the one-way system and maintain social distancing at all times.
- Pupils must use the correct staircase and keep to the left and follow directions from signage.
- Pupils must only use their designated toilets and classrooms and stay in their assigned areas for the day.

### **Attendance:**

- Students in Y10 and Y12 that are expected to attend should follow normal attendance protocols. They should arrive on time and prepared for the day.
- If a student is unable to attend due to illness parents/ carers should ensure that they contact the school in advance, if known, or on the day of the pupil's absence via email, phone or text if their child is unable to attend. All known absences such as medical appointments should be communicated in advance.
- Any student that is expected to attend the academy that day that is absent without reason will be contacted by DWH/ Pastoral team.
- The team will contact parents/ carers to follow up all unexplained absences to obtain explanations. They will also complete a welfare check on the family.

### **Uniform:**

In light of the advice shared that clothes should be washed one home our uniform policy has been temporarily suspended. We have introduced a dress code, where students are required to wear smart professional, as outlined in the student safety guide. The academy advises that all clothing must be clean and washed after use and that any clothing worn to the academy must not be worn twice in one week unless it has been washed in accordance with government guidance. If a student is not in the correct attire and does not have authorisation they will be reported to the pastoral team and the matter will be followed up. The same is true of any nose rings, large earrings or other jewelry that is not permitted.

### **Mobile phone:**

Pupils are not allowed to have mobile phones out at any time at The Crest Academy. However, under the current circumstances students will be allowed to use their mobile phones as part of their learning if authorised by their class teacher prior to use or visibility.

- All other use of mobile phones is prohibited.
- If they bring a phone to school it must be turned off and placed in their bag. If a student has their phone out at any time without prior permission it is a breach of the academy code of conduct. As a result of this breach parents/ carers will be informed.

### **Vulnerable and Key Worker students:**

We are fully committed to safeguarding and promoting the welfare of children and young people and follow best practice procedures to ensure their safety. Absences vulnerable students should be communicated immediately to the safeguarding team.

### **Remote learning:**

- The government is clear that remote learning will remain the predominant mode of education for all pupils, and that this should be of high quality. We are planning the re-opening so that staff are still able to provide this high-quality remote learning for all pupils including those taking advantage of the opportunity for some face to face support through Microsoft Teams.
- As we look forward to wider re-opening in later in the academic year, it is important that pupils engage with the work their subject teachers are setting as far as possible, so that when they return to school, they are in the best possible position to resume their studies.
- Staff have been assessing the progress pupils are making online; it is clear that some pupils are doing everything we ask of them and are making great progress.
- We recognise that other pupils may find it difficult to work from home, and that family circumstances do not always make learning from home easy, and we have put in place a number of measures to support pupils and their families. We invite you to share your feedback with our pastoral or safeguarding team so that we can help to support pupils effectively