



March 2021

Return to School Handbook

Timetable and Learning Opportunities

- To accommodate the testing of students, we will be introducing an additional hour of Curriculum for Life which will take place during period 1. This will be for the week commencing 8 March only. Students should anticipate this when entering the site and when choosing the correct entrance that is located nearest to their VT classroom. (Further details are below with the dates in which year groups should return.) The students' timetable will then be followed as normal. From period 2-5
- The timetable will revert back to starting the day with period 1 lessons the week commencing Monday 15 March

How we are ensuring classrooms are safe learning environments

- Students will be taught in their normal teaching groups.
- Students will be provided with hand sanitiser as they enter each classroom at the start of every lesson.
- Students will be provided with an anti-bacterial wipe as they enter each classroom and are required to wipe down their work space.
- All students, where possible, will be sat in rows facing the front of the classroom. Where this is not possible, for example in practical subjects, students will be spaced at an appropriate distance.
- In a classroom when a student is sat down. Government guidance **recommends** that students wear their face coverings at all times including when in lessons. However, please note that this **is not compulsory** and will not be enforced should students choose to remove their face covering when seated.
- Students will not be permitted to take home their workbooks.
- Teachers will remain behind a line marking two-meter distance at the front of the classroom.
- Classrooms will be cleaned at regular intervals throughout the day.

What is the academy's corridor and social area expectations?

- Staff will be available on corridors at all times during the day to facilitate the safe movement of students and to support teaching staff where necessary.
- The one-way system will be used to reduce the number of students on corridors and in central part of the building.
- Face coverings must be worn properly covering your mouth and nose at all times when on corridors and social spaces.
- The academy's calm corridor policy remains in place in order to ensure students are safe and movement is orderly.
- Any student movement within a classroom or a meeting room will require the student to be wearing their face covering.
- Students will be advised to wear their face covering in the restaurant/main hall but they can remove whilst eating.
- When entering the restaurant students will have their hands sprayed with sanitiser.
- After a year group has left the restaurant/main hall, all tables will be disinfected before the next year group enters.

The start and end of academy day

- **Students attending Trinity+** (Monday 8 March -Thursday 11 March) must enter through the side drive.

- Students accessing IT rooms on the Hockney corridor must enter through the upper Redgrave entrance.
- Students accessing IT rooms on the Whiteley corridor should enter through the top Whiteley entrance.
- Students accessing IT rooms in the Upper Building should enter through the Upper Building main entrance.

Week commencing 8 March 2021

Monday 8 March

Year 11 students only to arrive at 7:45am and enter the building in the following ways:

- **Students that have opted to be tested** must enter the building through the main entrance
- **Students that have opted out of testing** must enter the building through Upper Redgrave entrance.

Tuesday 9 March

Year 10 and 11 students only to arrive at 7:45am and enter the building in the following ways:

- **All Year 11 students** to enter the building via Upper Redgrave entrance
- **Students that have opted to be tested in Year 10** must enter the building through the main entrance
- **Students that have opted out of testing in Year 10** must enter the building by the far side of the MUGA. Staff will be on site to direct students round to the Priestley entrance.

Wednesday 10 March

Year 7, 10 and 11 students only to arrive at 7:45am and enter the building in the following ways:

- **All Year 10 and 11 students** to enter the building via upper Redgrave (Year 11) entrance and MUGA entrances (Year 10) as detailed above
- **Students that have opted to be tested in Year 7** must enter the building through the main entrance
- **Students that have opted out of testing in Year 7** must enter the building through the upper Oliver entrance

Thursday 11 March

Year 7, 8, 10 and 11 students only to arrive at 7:45am and enter the building in the following ways:

- **All Year 7, 10 and 11 students** to enter the building via Upper Redgrave (Year 11) entrance, MUGA entrance (Year 10) and Upper Oliver (Year 7)
- **Students that have opted to be tested in Year 8** must enter the building through the main entrance
- **Students that have opted out of testing in Year 8** must enter the building through the Upper Building entrance

Friday 12 March

All year groups to arrive no earlier than 7.45am and enter the building in the following ways:

- All Year 7, 8, 10 and 11 students to enter the building via Upper Redgrave (Year 11) entrance, MUGA entrance (Year 10), Upper Oliver entrance (Year 7) and Upper Building entrance (Year 8)
- **Students that have opted to be tested in Year 9** must enter the building through the main entrance
- **Students that have opted out of testing in Year 9** must enter the building through the Stewart entrance

On arrival all students will be met by academy staff who will direct them to their designated area.

Students arriving by car will not be permitted access to the school site after 7:45am. Those students with a medical pass will be granted access to the car park as usual.

Week commencing 15 March 2021

All students will be expected to attend the Academy every day Monday to Friday.

- Students should arrive at school no earlier than 7:45am.
- Students will enter the building based on their period 1 lesson
- Students whose period 1 class is in Hockney or Priestley area will enter the building through the main doors. All other students will enter the building via the side driveway and through the appropriate external door.

Lateral Flow Test Instructions

Entering the building

- Students should enter the academy via the main entrance at the front of the building. Students should use the cones outside, and the marked lines on the floor inside, to ensure that they are socially distant at all times.
- Students will have their hands sprayed with sanitiser as they enter the building and once again before they enter the testing areas.
- Students should make their way up the central stair case towards the sports hall, where they will be directed to one of the three testing areas.

Entering the testing area

- Students should sanitise their hands and then enter the testing area when instructed to do so.
- Students will be instructed to take a seat at one of the testing stations and must remain seated until the test has ended and a member of staff gives you permission to leave the testing area.
- The testing area will already have been wiped with antibacterial wipes and set up with the testing pack in advance.

Administering the test

- Each testing station will contain a testing kit that should not be touched until prompted by the instructional video.
- Students will be shown a short video on how to self-administer the test, which will be played on a loop, to ensure students have the ability to administer the test successfully.
- There will be several members of staff on hand to answer any questions.
- Once a sample has been taken it should be left on the table and untouched. The test will take no longer than 30 minutes to generate a result. Students must remain seated and will not be able to use the toilet or stand up during this period
- All waste with the exception of the glass beaker should be placed into the bin provided.

Processing the results

- Once 30 minutes has passed, staff will circulate round the testing area to record the result.
- When instructed students will be dismissed a row at a time. Students should make their way out of the testing area ensuring they remain socially distant from the person in front and behind at all times.

What happens next?

- **If a student's test result is negative** they will leave the testing area and make their way to their VT classroom.
- **If a student's test result is inconclusive** the student will be asked to remain seated and administer a second test.
- **If a student's test result is positive** they will remain seated until the main body of students have left the testing area. They will then be escorted by a member of staff out of the testing area and down the side of the MUGA, round to the front of the building and into the Sacred Space area. A

member of staff will make contact with the relevant parents to pick the student up, they will not be able to leave the site without an adult present.

- The academy will follow the Track and Trace procedure and will advise the student's family to do so.

Exiting the Academy at 2.20pm

- Students whose Period 5 lesson is in Hockney; Priestley or PE will exit the building via the main doors. All other students will exit the building via the external door on the end of their corridor.
- The academy site will not be accessible by car from 2:00pm unless a student has a medical pass.
- Students who walk to and from the academy are asked to be mindful of the social distancing guidance when moving through the local community.

What toilets and hand washing facilities are available?

- Students should wash their hands and go to the toilet at break and lunch time. Students will not be permitted to leave a classroom to go to the toilet unless they have a toilet pass.
- Designated hand washing stations and hand sanitiser are available on every corridor.

What are the arrangements for break and lunch time?

- Students will have a staggered break and lunch time in order to reduce student numbers and movement.
- All students will have a 15-minute break starting at 9:15am:
 - Year 11 9:15am – 9:30am
 - Year 7 9:30am – 9:45am
 - Year 9 9:45am – 10:00am
 - Year 8 10:00am – 10:15am
 - Year 10 10:15am – 10:30am
- Lunch times are as follows:
 - Year 11/Year 9 – 11:40am – 12:20pm – 20 mins for lunch / 20 mins for break
 - Year 7 – 12:20pm – 12:50pm
 - Year 8/Year10 – 12:50pm – 1:30pm – 20 mins for lunch / 20 mins for break
- Students who have lunch at the same will be segregated. Those eating will remain in the main restaurant whilst those on break will remain in the upper academy restaurant and outside upper area. The year groups will then rotate as directed by academy staff.

What medical welfare and first aid arrangements are in place?

- Students who are required to take medication will be asked to attend the medical welfare office by themselves and at the appropriate time.
- Students should not attend the medical welfare office for any other reason.
- In cases of emergency or where students are feeling unwell, they will be escorted to the medical welfare office where the Medical Welfare Officer or first aider will carry out an initial assessment using full PPE (Personal Protective Equipment).
- Students who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self-isolate for 10 days.

Behaviour for Learning Policy

- The academy's Behaviour for Learning policy will remain in place with detentions, where necessary, taking place between 2:20pm and 3:20pm of the day the detention is issued.