



**Sybil Andrews Academy**

**September 2020**  
**Opening Booklet**

## **INTRODUCTION**

Our absolute priority is to ensure that we make the school as safe as possible for all members of our community. Whilst we cannot completely guarantee a totally risk-free environment, we are confident that the measures we have implemented for September have minimised the risk of Covid-19 whilst ensuring that we will be delivering a well-taught, full curriculum to our students.

The information in this booklet will explain how Sybil Andrews Academy has adapted to the government guidance and includes all of the key points that you and your child(ren) need to be aware of to ensure a safe and secure return to school in September.

If you have any queries over any aspect of the information provided in this booklet, or about the return to school in September, please do not hesitate to contact us at the school.

## **GOVERNMENT GUIDANCE: PREVENT & RESPONSE**

The key points of the government guidance are bullet pointed below for information. These are mandatory measures that all schools have to adhere to for a September opening. Numbers 1 – 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their circumstances. Number 6 applies in specific circumstances.

### **Prevention**

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.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary wear appropriate PPE (personal protective equipment).

### **Response to any infection**

7. Engage with the NHS test and trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

## **WHAT NEW CLEANING ARRANGEMENTS WILL STUDENTS NEED TO FOLLOW?**

Students will need to sanitise their hands when they arrive at school in the morning. Whenever a student enters a classroom they will need to use the hand sanitiser that is available in the room. There are sanitisers attached to the wall as they enter the classroom.

If school equipment is used during the lesson students are required to use the provided disposable antibacterial wipes and clean the equipment used. There are bins provided in every classroom for the used antibacterial wipes

Students must follow the 'catch it, bin it, kill it' advice as reminded by the posters around the school. Tissues are available in every room and tissue or elbows must be used to cough or sneeze into. The bins should be used for tissue waste.

## **MOVEMENT AROUND THE SCHOOL**

There will be a strict one way system around the school. Students will be asked to walk on the left in single file in corridors. Movement will be highly regulated with staff being on duty, students will be required to wear an additional badge to indicate their year group and transition times will be given to allow movement around the outside of the buildings to maintain social distancing and to ensure we avoid busy corridors. Transition time should not be used idly or for students to socialise with their peers.

## **CAN STUDENTS WEAR FACE MASKS IN SCHOOL?**

The current government guidance has been amended and students can, if they wish, wear facemasks in corridors and communal areas in certain areas around the school.

- If students do choose to wear a mask or face covering, it should cover only the lower part of the face. Full face masks are not permitted.
- For the foreseeable future, students who wish to may wear masks in communal areas such as corridors, stairwells, toilets, library and canteen.
- Students may not wear masks in lessons or in outdoor spaces.
- We will be offering similar guidance to staff who wish to wear masks. Staff will be given the option to wear clear plastic face shields when teaching.

If the local area sees an increase in confirmed Covid-19 cases, then the wearing of face masks outside of the classrooms by students will become compulsory, in line with government guidance. Students will not however be permitted to wear facemasks in classrooms.

## **WHEN DO THE STUDENTS RETURN TO SCHOOL?**

Tuesday 1 September	PD Day
Wednesday 2 September	PD Day
Thursday 3 September	Year 7, 10 and 11 in school only
Friday 4 September	Year 8 and 9 in school only
Monday 7 September	All students in all year groups return to school

## **WHAT WILL YEAR 7 BE DOING ON THEIR FIRST DAY? (Thursday 3<sup>rd</sup> September)**

- Year 7 students will need to go to the Main Hall on arrival to the school. Staff will be on entry points to help guide students as necessary. Students should aim to arrive between 8.30 and 8.40.
- The Form Tutors and Head of Year, Mr Mason, will meet the students in the Main Hall and from there the Form Tutors will take their form groups to the form room.
- Periods 1 and 2 will be spent on induction as well as a welcome assembly led by the Headteacher. Students will be welcomed, receive their timetables, familiarise themselves with the school site and have their fingerprints scanned for our cashless catering system.
- Periods 3-5 will be timetabled lessons, Year 7 students will be escorted to lessons and lunch etc until they are confident to move around the school independently.
- Students do not need to bring in their PE kit for the first day of term.

### **WHAT WILL YEARS 8 AND 9 BE DOING ON THEIR FIRST DAY? (Friday 4<sup>th</sup> September)**

- Year 8 students will need to arrive between 8:30-8:40 via their designated entry points (see later section). Students should go straight to the Main Hall. The Form Tutors and Head of Year, Mr Hope, will meet the students in the Main Hall and from there Form Tutors will take their forms to their form room.
- Year 9 students will need to arrive between 8:30-8:40 via their designated entry points (see later section). Students should go straight to the tutor rooms they were in last year.
- For both year groups, periods 1 and 2 will be spent on induction as well as a welcome assembly led by the Headteacher. Students will receive their timetables and familiarise themselves with the school site changes due to Covid-19 measures.
- Periods 3-5 will be timetabled lessons.
- Students do not need to bring in their PE kit for the first day of term.

### **WHAT WILL YEARS 10 AND 11 BE DOING ON THEIR FIRST DAY? (Thursday 3<sup>rd</sup> September)**

- Year 10 students will need to arrive between 8:45-8:55 via their designated entry point (see later section). Students will wait inside the school gates at their entrance points and at 8:55am go directly to their form room, this is the same room they were in last year.
- Year 11 students will need to arrive between 8:45-8:55 via their designated entry point (see later section). Students will be met at the gate by their Head of Year, Mrs Gilligan and directed to their form rooms.
- For both year groups, periods 1 and 2 will be spent on induction as well as a welcome assembly led by the Headteacher. Students will receive their timetables and familiarise themselves with the school site changes due to Covid-19 measures.
- Periods 3-5 will be timetabled lessons.
- Students do not need to bring in their PE kit for the first day of term.

### **WHAT ARE THE ARRANGEMENTS FOR ALL STUDENTS ON MONDAY 7<sup>TH</sup> SEPTEMBER?**

- On arrival at the school all Year 7, 8 and 9 students will need to go straight to their Form Tutor's room, students will have been shown their tutor rooms in the induction days.
- Year 10 and 11 students will go directly to Period 1.
- Students will follow their timetabled lessons.

### **WHERE DO STUDENTS GO AT THE BEGINNING OF THE DAY?**

Students will enter through their designated entrances (see chart below) and if in Years 7, 8 and 9 will go to their form rooms after using the hand sanitising stations, go straight into the classrooms and sit in their designated seat waiting for form time to start. We expect students to have a reading book with them at all times and this can be used if there is time to wait.

Year 10 and 11 students will wait inside the school gates at their entrance points and move straight to lessons at 8:55am. This is to avoid year group bubbles mixing.

Please ensure students do not arrive before their designated arrival time, unless this is unavoidable due to arriving by school transport (see later section on transport).

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Entrance/Exit</b>	Main Entrance next to Library	Skyliner entrance	Back Entrance	Back Entrance	Main entrance next to Library
<b>Arrival Time</b>	8:30-8:40	8:30-8:40	8:30-8:40	8:45-8:55	8:45-8:55
<b>Finish Time</b>	15:00	15:00	15:00	15:15	15:15

### **IF I OR MY CHILD HAVE CONCERNS WHO SHOULD I CONTACT?**

The Form Tutor is the first point of contact for you or your child, they can be contacted by the main school telephone number 01284 413400 or at our school email [SAA@sybilandrewsacademy.co.uk](mailto:SAA@sybilandrewsacademy.co.uk).

### **HOW HAS THE STRUCTURE OF THE SCHOOL DAY CHANGED?**

The structure of the school day has changed to reflect the Department of Education's guidance with staggered start, finish and lunch times; see details below:-

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Arrival Time</b>	8:30-8:40	8:30-8:40	8:30-8:40	8:45-8:55	8:45-8:55
<b>Form Time</b>	8:45-9:00	8:45-9:00	8:45-9:00		
<b>Period 1</b>	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00	9:00-10:00
<b>Period 2</b>	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
<b>Break</b>	11:00-11:20	11:00-11:20	11:00-11:20	11:00-11:20	11:00-11:20
<b>Period 3</b>	11:20-12:20	11:20-12:20	11:20-12:20	11:20-12:20	11:20-12:20
<b>Period 4</b>			12:20-13:20	12:20-13:20	12:20-13:20
<b>Lunch 7, 8</b>	12:20-13:00	12:20-13:00			
<b>Lunch 9-11</b>			13:20-14:00	13:20-14:00	13:20-14:00
<b>Period 4</b>	13:00-14:00	13:00-14:00			
<b>Period 5</b>	14:00-15:00	14:00-15:00	14:00-15:00	14:00-15:00	14:00-15:00
<b>Tutor Time</b>				15:00-15:15	15:00-15:15
<b>End of School</b>	15:00	15:00	15:00	15:15	15:15

## HOW WILL BREAK AND LUNCHTIMES WORK?

Students in different year group bubbles will be geographically separated at lunch and break times. Students will not be able to purchase snacks or drinks at break time as the canteen will not be open; therefore they will need to bring food and drink with them if required. We will review this as an ongoing process.

Lunch will be served from the canteen or outside servery for those wishing to purchase food or drinks but it will be a more limited menu choice due to the additional hygiene procedures.

	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Break Area</b>	Main Hall & directly outside of Hall	Playground used for Fire Assembly	Astro pitches	Grass and hard standing in between Skyliner & G Block	Library and directly outside Library
<b>Lunch Time</b>	12:20-13:00	12:20-13:00	13:20-14:00	13:20-14:00	13:20-14:00
<b>Lunch Purchase Point</b>	Canteen (Main Hall side)	Canteen (Library side)	Outside Servery Orange Block	Canteen (Main Hall side)	Canteen (Library side)
<b>Lunch Area</b>	Main Hall & directly outside of hall	Playground used for Fire Assembly	Astro pitches	Grass and hard standing in between Skyliner & Green Block	Library and directly outside Library
<b>Poor Weather area</b>	Main Hall	Canteen (Library side)	Canteen (Hall side)	Canteen (Library side)	Library

## WILL STUDENTS BE ABLE TO ACCESS THE WATER FOUNTAINS AS USUAL?

All of the school water fountains will be switched off and students will therefore be unable to refill their water bottles. We therefore recommend that students bring a full water bottle to school. Students will also be able to purchase drinks at lunchtime.

## HOW WILL STUDENTS BE ABLE TO ACCESS TOILETS & LOCKERS DURING THE SCHOOL DAY?

Each year group will be allocated a set of toilets. As per usual school policy, students should not be missing lesson time to use the toilet. This is particularly important from September as the one way system and year group toilet blocks mean that toilets may be geographically distant from classrooms. Students should use their break and lunchtimes to go to their allocated toilets. Students who need to access the toilets for medical reasons during the day will be issued with a pass and they will be able to access staff/disabled toilets in all blocks.

Students need to leave the toilet area as soon as they have washed their hands. There must be no congregating by students in the toilet areas.

Lockers have been moved to the areas indicated below in the table. As a result lockers and toilets are co-located so students can access both at break and lunch times.

	Year 7	Year 8	Year 9	Year 10	Year 11
<b>Toilets</b>	Blue Block	Upper corridor Orange Block	Lower corridor Orange Block	Lower corridor Green Block	Upper and lower corridor Multi Block near Library
<b>Lockers</b>	In foyer next to Main Hall	Foyer of Orange Block	Lower corridor Orange Block	Lower corridor Green Block	Upper corridor Multi Block near English

*Please note: Teaching Blocks have been renamed as follows:-*

*TB1 is now Green Block, C Block is now Orange Block, Heart Building is now Multicolour Block and the new building is Blue Block. This is to reflect the external colours of each block, to make it easier for students to move around the school and locate venues.*

### **WHERE DO STUDENTS GO AT THE END OF THE DAY?**

Students will still exit the school through their designated exits. This is the same as their entrance point. Students will need to leave the school site once dismissed. There is a staggered end to the school day to ensure social distancing is maintained and to minimise social contact between different year group bubbles. If students get a bus home, they should go straight to the bus. For some students this will mean that they will need to wait on the bus for the arrival of other year groups. There are very few extracurricular activities taking place in the first half term because we cannot mix student year group bubbles and need to settle the school into these new routines.

### **WHAT CHANGES ARE THERE TO TRAVELLING TO AND FROM SCHOOL, INCLUDING BUS TRAVEL?**

We strongly encourage that where possible students walk or cycle into school. It is also important that students do not walk to school in mixed year groups. Similarly, on buses students need to sit in year groups. It would also be helpful if students can sit on a daily basis in the same seats, where possible, on the school buses. This will help us track and trace students who may be affected if one student tests positive for Covid-19.

It is recommended that:-

- Students should wear a face mask at all times when travelling to school on a bus.
- Students should use hand sanitiser before they get on and off the bus.
- Food and drink are not permitted to be consumed on the bus.
- Student behaviour must be exemplary; there must be no physical contact between students and students need to face forward during their journey. This is to ensure everyone's safety.

### **Local Authority Transport**

Students in Years 7, 8 and 9 arriving on Local Authority transport will go straight into school via their designated entrance.

Students in Years 10 and 11 arriving on Local Authority transport will arrive earlier than advised. As such they will need to enter through the main entrance (reception) with Year 10 going to the canteen and Year 11 going to the Library. At 8:55am they will go directly to period 1. We are still awaiting confirmation from Suffolk Local Authority as to whether they will be able to do a later pick up. Therefore students in Years 10 and 11 will be dismissed at 3:00pm in order that they can catch the necessary transport home.

## **School Minibus Transport**

Students in Years 7, 8 and 9 arriving on school minibuses will go straight to their designated entrance.

Students in Years 10 and 11 arriving on school minibuses will remain seated until 8:55am where they will report to their designated entrance. Year 10 and 11 students will attend tutor time at 3:00pm whilst years 7, 8 and 9 students will go to their minibus. All school minibuses for all year groups will leave at 3:20pm.

## **HOW HAVE CLASSROOMS BEEN ADAPTED TO MAKE THEM AS SAFE AS POSSIBLE?**

Where possible all classrooms have been arranged so that all of the desks are in rows and facing the front. There is a 2 metre area at the front of the room to ensure a safe space for the teacher to deliver the lesson. Students should not leave their seats during lessons. Most classrooms are mechanically ventilated and draw fresh air from the outside; there is no cross ventilation of air between rooms. All classrooms have hand sanitiser units fitted to the wall and classroom doors will be kept open.

## **GIVEN STUDENTS CANNOT SHARE STATIONERY, WHAT EQUIPMENT DOES EACH STUDENT NEED?**

Due to the risk of transmitting Covid-19 students should not share stationery. Therefore it is vital that all students bring a pencil case with a full range of equipment/stationery needed to school, every day. It is also essential that students have a bag as they will be responsible for keeping their schools books rather than leaving them in the classroom. Please also ensure students have a reusable water bottle as water fountains will not be in operation.

## **HOW HAVE WE ADJUSTED PRACTICAL LESSONS?**

Students will still continue to do practical lessons as we are committed to ensuring that we deliver a full and rich curriculum, however they are likely to be fewer in number. PE, Music, Science, Drama and Technology subjects will at times have equipment that will be shared between year group bubbles, these will be cleaned thoroughly between classes using disinfectant wipes.

## **HOW WILL TEACHERS CHECK STUDENTS' UNDERSTANDING OF THE WORK AND PROVIDE FEEDBACK**

As teachers need to where possible maintain a 2 metre social distance from students it will be much harder for teachers to spend time with individual students reviewing their work.

To help teachers with this process, each student will be issued with a mini whiteboard, marker pen and cleaner which will be used in lessons. These will need to be kept by the students and brought to school every day.

Teachers will provide live feedback in lessons and will assess understanding via quizzes, which will often be completed for homework. There will be less feedback in books as they will have to be quarantined after collection from between 48 to 72 hours. This is not practical for providing regular feedback hence the decision to use other methods for classroom assessment.

## **WILL THERE BE ANY EXTRA-CURRICULAR ACTIVITIES AFTER AND BEFORE SCHOOL?**

There will be a limited number taking place because of the need to preserve the year group bubbles, and help the school settle into its new routines. However there will still be departments that will run activities for specific year groups.

## **HAS THE UNIFORM POLICY CHANGED AT ALL?**

The government guidance stresses that schools should return to their existing uniform policies, therefore there is no change. However the only exception is if students have PE period 1 they should arrive in their PE kit and get changed back into uniform at the end of period 1. If they have PE period 5 they will go home in their PE kit.



## **HAVE THE EXPECTATIONS OF BEHAVIOUR CHANGED AT ALL?**

We have high expectations of everyone in our school community and our expectations in September are even higher because disregarding the rules puts people's lives at risk. It is essential that students are well behaved when in school and follow all adult instructions at the first time of asking. Our expectations and the new routines outlined in this guide, will be shared with our students on their return. Any student refusing to adhere to the new routines and staff instruction regarding social distancing measures, following the one way system etc. will be dealt with in accordance with the school behaviour policy. Students who threaten to or deliberately cough over other students and staff will be severely sanctioned due to the health and safety implications. This is equally true of other virus spreading behaviours.

## **HOW ARE DETENTIONS OPERATING NEXT YEAR?**

After school detentions will operate however we will use a larger venue and students will be seated in year group bubbles.

## **HOW WILL WE SUPPORT THE MENTAL HEALTH AND WELLBEING OF THE STUDENTS?**

The school fully recognises that students' reactions to the lockdown and the prospect of returning to school will vary from student to student. Whilst the majority of students will be looking forward to returning to the routine and normality of school, there will be some who will be more anxious about returning in September. We will be working closely with these students to ensure a smooth return by:-

- Providing opportunities for students to talk about their feelings to their Form Tutor and their peers during form time.
- Sensitively discussing the pandemic and school lockdown in assembly.
- Discussing with students, strategies for enhancing mental wellbeing and resilience.
- Offering particular students, the opportunity to speak to our pastoral staff such as Heads of Years or Inclusion Officers.
- Other specialist support depending on the needs of individual students.

Most students will probably not need the additional support as the best thing we can do for most students is re-establish school routines and approach the new academic year with calm, positivity and reassurance.

## **HOW WILL WE ADAPT THIS PLAN FOR STUDENTS WITH DISABILITIES OR SPECIAL EDUCATIONAL NEEDS?**

Our SENDCo is aware of individual students for whom some aspects of this plan might pose difficulties. As a result there will be the need for adaptations for individual students. This will be done on an individual basis and will be communicated to those students on their return. Please contact Mrs Hamilton if you have any queries about your son/daughter in this respect.

## **HOW WILL WE ENSURE THAT STUDENTS CATCH UP ON WORK THEY MAY HAVE MISSED OR NOT FULLY UNDERSTOOD DURING THE PERIOD OF REMOTE LEARNING?**

By the middle of the first half term Heads of Department will have a clear understanding of where the gaps in learning are for the majority of students. Low stakes quizzes will be a regular feature of students' work and there will also be other assessments done in the first four weeks of term. Time has been built into the schemes of work this year to allow for some topics to be reviewed and returned to in order to consolidate learning during the lockdown period.

We will also identify individual students who need targeted catch up support, especially in Year 11, and implement intervention plans as soon as we can.

## CAN PARENTS COME INTO SCHOOL?

Parents should not visit the school unless it is an emergency. Please ring us or make an appointment to come into school so that we can ensure that appropriate social distancing is achieved to protect all members of the school community. Parents will not be able to drop off forgotten PE kit, food ingredients or other equipment unless they have telephoned to make an appointment. Parents should wear face masks when visiting school for a pre-booked appointment.

## WHAT TO EXPECT IF THE SCHOOL IS NOTIFIED OF A POSSIBLE OR CONFIRMED CASE OF CORONAVIRUS IN SCHOOL

Below are details of what to expect if the school is notified of a **possible** or **confirmed** case of coronavirus in school.

### Where there is a possible case of coronavirus in school

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. They will be asked to arrange a test at the earliest convenience (either by visiting a test centre, or by requesting a home test kit) and to share the results with the school.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation however, the individual will not be named and personally identifiable information will not be included. All other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and until the result is known.

The wider school community will not receive this letter.

### Where there is a confirmed case of coronavirus in school

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared.

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 or support bubble should self-isolate for 14 days from when the symptomatic person first had symptoms and should continue this period of isolation even if they too have been tested and have received a negative test result.

The school will work with the Health Protection Team of Public Health England to carry out a risk assessment to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation, and will be advised of any additional measures which are required. Again, the individual will not be named and personally identifiable information will not be included.

## WHAT SHOULD PARENTS DO IF THEIR CHILD OR OTHER FAMILY MEMBER HAS COVID SYMPTOMS

If your child, a household member or a member of your support bubble develops any of the following symptoms, we would ask that you **notify the school immediately** and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119:

- A high temperature
- A new and persistent cough
- A loss of, or change in, normal sense of taste or smell (anosmia)

We will also be engaging fully with the NHS Test & Trace process, and will work closely with the local Health Protection Team of Public Health England and the local authority to ensure that any confirmed cases are reported without delay.

### **WHAT HAPPENS IF MY CHILD FEELS UNWELL AT SCHOOL WITH COVID SYMPTOMS?**

If your child feels unwell at school with Covid symptoms they will be asked by their teacher to make their way directly to Student Services without delay. They will be asked to go to the Covid Isolation room and parents/carers will be contacted and asked to collect their child immediately and arrange a test (as above). Staff providing support will be required to wear PPE.

### **WHAT HAPPENS IF MY CHILD FEELS UNWELL AT SCHOOL WITH NON-COVID SYMPTOMS?**

Due to the need for specific Covid rooms there is no facility for students to be sent to if they feel unwell during the day.

If a student feels generally unwell, then they need to inform the class teacher who, if they feel it necessary, will contact Student Services who will arrange for a first aider to attend to the student in the classroom. The first aider will then decide on what course of action to take.