

Holderness Academy and Sixth Form College

Operational Guidance for Students and Parents During the Coronavirus Pandemic And Full Opening of School

March 2021



Holderness Academy
& Sixth Form College

Purpose:

- To establish clear guidelines for all staff working in the academy during the Coronavirus pandemic.
- To ensure the health, safety and welfare of all staff and students.
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff and students through the consistent implementation of this operational guidance

Policies and other related documents:

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Students)

Symptoms of Coronavirus Infection

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a 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)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

General Guidance:

All students and parents should:

- Be aware of the protocols and procedures set out in this and other relevant documents
- Stay up to date with other communications from the Academy
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Avoid non-essential work-related travel, where possible
- Practice social distancing where possible when travelling to school

Students, when in school should:

- Stay apart from students in other year groups
- Wherever possible, stay at least 2m from adults
- Respect the KEEP LEFT protocol at ALL TIMES, keeping to the hazard tape lines and respect any ONE WAY systems in operation.
- Wear an appropriate face covering, including classrooms. The exceptions are:
 - when in the canteen eating or drinking
 - when social distancing can take place and you are asked to remove your covering by an adult
 - if you have an exemption card supplied by the school
- Where it is not possible to keep a distance from others, avoid conversations face to face and avoid raising your voice
- Follow instructions from staff with regard to Covid measures

- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy, during break / lunch times and after using the toilet. Use hand sanitizer if access to soap and water is not available
- Catch coughs and sneezes in a tissue and dispose of the tissue in the lidded bin provided
- Respect the usage limits of the staff room and workrooms which will be clearly indicated on the door and maintain adequate social distancing in all communal and social areas.
- Where possible, refrain from using communal areas and equipment to prepare drinks and food, instead bring your own food and refreshments into the academy each day. If you do use communal equipment, use the cleaning equipment provided before and after use

Measures to promote Year Group Bubbles - Y7-13

- We will introduce a range of measures to reduce contact between students in different year groups. Where contact is unavoidable, we will seek to keep contact to a minimum and will introduce enhanced cleaning between classroom contacts (e.g. in the shared use of technology equipment)
- All Year groups will be allocated their 'zone'.
- Students in Years 7 will be taught in their Tutor Groups for all lessons with the exception of Science, PE, Arts, ICT and Technology
- Students in Year 8 will be taught in their Tutor Groups where possible with the exception of the above and core lessons.
- Students in Year 7 and 8 will be based in Lower School; travelling to specialist rooms only when required.
- Students in Years 9, 10 and 11 will be based in Upper School (Year 9 Humanities, Year 10 English, Year 11 Maths) for their tutor period and for the majority of their lessons; travelling to specialist rooms only when required.
- Students' books will be stored in the classroom so that teachers only need to move themselves and teaching resources, which should be kept to a minimum to the classroom
- PE changing rooms - enhanced cleaning and occasions when additional changing is required (use of DT rooms)
- Specialist subject staff will collect students from their zone and escort them to their classroom and return to zone.
- Year 12/13 will form one bubble and will be taught in the Sixth Form Centre for the majority of lessons with the exception of specialist subjects. Again, students will be escorted.
- Each Year group zone has a toilet block. Year 9 and 10 must keep to the specified cubicles allocated for each year group.

March Return

- Friday 5 March, Monday 8 March and Tuesday 9 March will be initial testing days. There will be no live lessons delivered on Monday and Tuesday to allow staff time to prepare for full opening.
- Wednesday 10 March all students return.
- Year 7 and 8 will enter the site via Lower School Bus park gates. Year 7 and 8 will have designated areas on the Year 7 playground.
- Year 9, 10, 11 students will enter via the Upper School gate next to the Sixth Form Centre. Year 9, 10 and 11 will have designated areas on the Upper School Yard. Gates adjacent to Preston Primary will remain locked.
- All students will have an extended tutor period.

Measures at Start of Day

- Students should be on the school site by 8.30am
- On arrival, students will assemble in their year group zones.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Dry	Y7 playground	Y7 playground	Upper School Yard	Upper School Yard	Upper School Yard	Sixth Form Centre	Sixth Form Centre
Wet	Main Hall	LS Canteen	Y9 area	Year 10 area	Year 11 area	Sixth Form Centre	Sixth Form Centre

- There will be numerous hand sanitiser stations at visible points as students enter the site and also in the areas above
- SLT and Pastoral staff will supervise students in these areas as part of their daily duties
- Students will line up in their tutor group and SLT will dismiss students with their tutor into the building as follows:

Year 9 to Humanities area

Year 7 to Learning Support and MFL area

Year 10 to English area

Year 8 to P and E and Science classrooms area

Year 11 to Maths area

School Day

- In order to minimise contact between year groups, breaks and lunchtimes will be staggered
- The timetable from the Autumn Term remains and that, as far as possible, maintains the planned curriculum while staggering breaks and lunch so that year groups are kept separate outside of class time but still have access to canteens and social spaces. Extension to P2 and 4 to incorporate break and lunch. (see timings of the day doc)
- There may be occasions where students move classrooms within their zones
- There may be occasions where students are waiting for their class teacher. Pastoral Managers and SLT will be present in each zone area but we need all students to respect Covid measures.

Break and lunch

- The capacity of the canteens will be reduced to allow for minimal spaced seating
- The food offer will be limited but will be the same in each canteen
- Year 7 and 8 will use Lower School Canteen for break and the Year 7 playground for a social area. Year 9-11 will use the Upper School Canteen and Upper School playground. Year 12/13 will use the Sixth Form Centre. Each year group has their own toilet block with year 9 and 10 identified by specific cubicles. Students will be outside unless weather is particularly inclement. Please ensure you have an outdoor coat.
- For lunch, both Lower School and Upper School canteens will be in use. following the same procedure as break time.
- Students cannot access any other areas of the building or go through any other year group zone. For the foreseeable future, there will be no lunch clubs.
- Packed lunches can be eaten in the canteens before moving outside.

Break	Time	Food Collection	In	Out	Toilet	Social Area	Wet Area
Y8	10 - 10.15	LS Canteen	Door 1	Door 2	Year 8	Year 7 Playground	Main Hall
Y9	10.15 - 10.30	US Canteen	Door 1	Door 2	Year 9/10	US Playground	Year 9 Area
Y7	10.30 - 10.45	LS Canteen	Door 1	Door 2	Year 7	Year 7 Playground	Main Hall
Y10	10.45 - 11	US Canteen	Door 1	Door 2	Year 9/10	US Playground	Year 10 area
Y11-13	11 - 11.15	US Canteen	Door 1	Door 2	Year 11	US Playground	Year 11 area/Sixth Form

Please note Y12/13 will be in the Sixth Form Centre

Lunch	Time	Food Collection	In	Out	Toilet	Social Area	Wet Area
Y8	12.25 - 12.55	LS Canteen	Door 1	Door 2	Year 8	Year 7 Playground	Main Hall
Y9	12.25 - 12.55	US Canteen	Door 1	Door 2	Year 9	Upper School Yard - Year 9	Year 9 Social area
Y7	12.55 - 1.25	LS Canteen	Door 1	Door 2	Year 7	Year 7 Playground	Main Hall
Y10	12.55 - 1.25	US Canteen	Door 1	Door 2	Year 9	Upper School Yard - Year 10	Year 10 Social area
Y11-13	1.25 - 1.55	US Canteen	Door 1	Door 2	Year 11	Upper School Yard - Year 11	Year 11 Social area

Please note Y12/13 will be in the Sixth Form Centre

- Students will continue to use the biometric fingerprint image, having already sanitised their hands; at the end of each sitting, the machine will be cleaned.

Curriculum and Resources

- Many specialist subject areas have conducted their own risk assessments which require changes to normal resource use. Students must follow the instructions from staff at all times.
- The use of equipment will be kept to a minimum, this includes the use of textbooks, other shared study books and guides, art materials, technology machinery and resources and sports equipment
- Where it is necessary for students to use specialist equipment, such as in ICT, DT, PE and Arts subjects, students should thoroughly sanitise hands on arrival to the classroom and at the end of the lesson
- In specialist rooms, enhanced cleaning rotas will be in place to ensure that they are cleaned at break and lunchtime

- The Government guidance does not prevent staff from handling student work although it advises that this should be kept to a minimum. Staff will therefore be able to handle, assess and mark, student work providing that other measures are in place, including;
 - sanitise hands before and after handling books and do not touch your face while handling student books
 - keep the movement of student books to a minimum and, where possible, mark them in school
 - if books are taken home, follow sensible precautions, keeping them in one place, cleaning before and after use

Further Safety measures

In addition to the measures outlined above, the following practices will also be in place:

Students travelling by bus, MUST wear a face covering at all times. Please see seating plan for buses below

- Based on the most recent Government guidance and in line with our TCAT school partners, all students and staff will be required to wear a face covering inside the school building at all times, including in classrooms
- The exceptions to this are;
 - when eating or drinking in the canteen
 - staff and students with valid medical exceptions. These should be notified to the school immediately and students will be provided with an exemption card which must be carried at all times.
- Tutors will perform a check each day that students have a face covering and that they know how to wear it. If students do not have a face covering, they will be provided with one. However, it is the responsibility of the student to bring a face covering to school each day
- All rooms will have appropriate ventilation with higher level windows open. This will maximise the natural air flow and will recycle the air in each room within twenty minutes. Students may wish to wear a thermal item under their school shirt for extra warmth. No coats should be worn in the building.
- Students should not mix with students from a different year group and as little as possible with students in other classes within their year group
- Students should not share equipment and should not encroach upon the teacher's designated zone
- As much as possible, staff will stay at the front of the room. If they have to approach a student's desk, they will keep as much distance as possible and will not speak to them face-to-face
- Students are reminded to catch coughs and sneezes in a tissue and place the used tissue in the lidded bins provided
- The contents of bins should not be handled; they will be disposed of by a member of the facilities staff
- Each student may be given a reading book but they must not share these with others and, when they have finished reading it, it must be stored away for seven days before being issued to any other student
- Students must not leave the classroom for any reason, including to use the toilet unless supervised by another member of staff.
- Students will be reminded of the need to maintain social distancing once outside the academy and not to walk home in large groups or with students in other year groups

Student Non-compliance and Physical Altercations

- Faculty Remove procedures will be changed so that students are only removed into their own year group classes
- If students are required to spend time in the Reflection Room, there will be distancing procedures in place and so they will be able to share this space with students from other year groups. Year 7 and 8 students required to go to Reflection room will be placed in their respective Year areas
- Central detentions will still operate on a Monday and Wednesday with Headteacher detentions on a Tuesday. Care will be taken to ensure students from different year groups remain apart.

The Academy Behaviour Policy has been amended to include the expectations that we have of students during this time. Where a breach of the Behaviour Policy occurs, staff will:

- Politely remind the students of the rules and expectations and clearly explain that these rules and procedures are in place to protect everyone
 - Clearly re-state expectations, inform the student that these expectations are not negotiable, and must be adhered to
- If a student continues to refuse to follow instructions and safety protocols, further measures in line with our behaviour policy and addendum will be taken.

Suspected or Confirmed Cases of Covid Infection

- Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, must not enter the school grounds
- Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus
- Instances of students displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy and any unwell individuals are sent home as soon as possible
- The school does not routinely take the temperature of students
- The parents of an unwell student are informed of the situation as soon as possible by a member of staff
- Where contact with a student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy
- Parents are informed, via letter that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
 - Book a test if they (or their child) display symptoms.
 - Provide details of anyone they (or their child) have been in close contact with
 - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Parents of students who display coronavirus symptoms are encouraged to get their child tested
- Parents are asked to inform the school immediately of test results
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating
- If an individual tests positive, they are required to self-isolate for 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are also required to continue self-isolating for 10 days
- Parents are informed, via letter of how the school responds to confirmed cases of coronavirus
- Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately
- The school works with the local HPT to manage the response.
- Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:
 - People who spend significant time in the same household as a person who has tested positive for COVID-19.
 - Direct close contacts – face-to-face contact with an infected individual for any length of time (including when wearing a face covering), within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
 - contact within one metre for one minute or longer without face to face contact
 - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes or cumulative within 24 hours) with an infected individual
 - Travelling in a small vehicle, like a car, with an infected person

- Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms
- If required, all parents are informed of the confirmed case; however, the name of the individual is not shared
- The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation

