

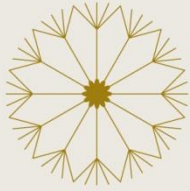
Erasmus Darwin Academy

REOPENING GUIDANCE

Managing a safe return to full provision

September 2020

EXCELLENCE FOR ALL



ERASMUS DARWIN ACADEMY

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MM/DW

13th July 2020

Dear Parents and Carers

From the moment the government published **Guidance for full reopening – schools** on the 3rd July, we immediately and determinedly started following this guidance and planning for a September reopening which will deliver full educational provision in the safest way possible. Indeed, in the past week, we have been relentless and tireless with our planning and we are delighted to be able to share this document with you.

This document embodies the results of our planning and outlines the key information for students in all year groups. Although we are determined to ensure that all of our students enjoy a learning experience which is as normal as possible, we are having to make widespread and significant changes to our routines and learning arrangements in order to meet government guidance and substantially minimise risk to staff and students.

The purpose of this document is to give parents and carers as much information as possible to discuss with your children, so that you can start to familiarise yourselves with EDA's 'new normal.' In order to help alleviate student anxieties, we have recently conducted well-being sessions in school and it would be really helpful if you could continue to alleviate any fears and anxieties by using this information to reinforce the idea that EDA will be a safe environment in September. The support from families has been phenomenal throughout this difficult time and we cannot thank you enough. We would also like to thank you in anticipation of your continued support as we slowly start to work our way back to normality in September.

The information we are sharing with you has been approved by our Local Governing Body but, as per the government guidance, the arrangements outlined in this document are intended to be in place for the Autumn Term only. Therefore, we will constantly review our plans and we will communicate accordingly whenever we need to make changes. However, regardless of what happens as next term unfolds, we are delighted that we are in a position to offer a full curriculum experience that will remain broad, balanced and ambitious for all students, from the start of September.

Yours sincerely

M Maydew
Principal

P Walklate
Head of School

'FIRST WEEK BACK' ARRANGEMENTS

- From Tuesday 1st September, attendance to school is compulsory for all children and all children are expected to attend. From September, all visits to the Academy will be by appointment only.
- Due to the changes we have made to ensure we meet the guidance, we are operating on a phased start during the first week in September whereby students will only attend for one day in that week. The table below outlines the day that students are required to attend in the first week.
- During this week we will be spending the day outlining our new routines and clearly communicating our new expectations.
- Students **MUST** attend on their designated day in the first week, in full uniform and with their full equipment.

Day and Date	Year Groups to Attend	Additional Information
Tuesday 1 st September	Staff INSET (No students)	NA
Wednesday 2 nd September	Y8, Y10	<ul style="list-style-type: none">• Y8 students will need to be onsite for 8.30 am• Y10 students will need to be onsite for 8.45 am
Thursday 3 rd September	Y9, Y11, Y13	<ul style="list-style-type: none">• Y9 students will need to be onsite for 8.30 am• Y11 & Y13 students will need to be onsite for 8.45 am
Friday 4 th September	Y7, Y12	<ul style="list-style-type: none">• Y7 students will need to be onsite for 8.30 am• Y12 students will need to be onsite for 8.45 am
Monday 7 th September	ALL YEARS	<ul style="list-style-type: none">• All year groups to arrive by the times specified above.

ARRANGEMENTS FROM MONDAY 7TH SEPTEMBER ONWARDS

Managing Student Numbers and Provision

- All students in Years 7-9 will be taught in class bubbles. This means the students will be registered as a group and taught in all lessons (except Design and Technology and Music) as a group. This impacts on our House system due to the fact we have needed to remove vertical tutoring to ensure we meet the guidance. However, all students will remain part of a 'House' and will be overseen by our House Principals and student support managers as has previously been the case.
- All students in Years 7-9 will be taught a full curriculum. We have been required to modify our Physical Education curriculum as a result of the guidance. For the first term, all students in Years 7-9 will be taught in mixed sex groups to ensure they are kept in their class bubble.
- All students in Years 10 and 11 will be treated as a year group bubble. This will mean that we can offer a full curriculum which includes all core and all option subjects.
- Students in Year 10 and 11 will be in a tutor group with students in their own year group. We have been able to increase the number of tutors during our pastoral restructure which means we have less students in each tutor group. As students are working on examination preparation in Years 10 and 11, we feel this is a positive change.
- All students in Years 12 and 13 will be treated as a year group bubble. This will mean that the students will be taught a full range of A Level courses.
- Students in Year 12 will be in a tutor group with other Year 12 students.
- Students in Year 13 will be in a tutor group with other Year 13 students.
- Each year group will have their own designated indoor and outdoor space during social times. Students will NOT be mixing with other year groups at social times.

Classroom and Other Routines

- Students will be expected to demonstrate excellent hygiene at the start and at the end of the lesson. This will include sanitising their hands on entry, before the end of the lesson and also wiping down their desk space at the end of the lesson. For practical subjects, enhanced hygiene and cleaning systems will be in place
- All desks within classrooms will be forward facing.
- All teachers will teach from the front of the classroom and will be expected to maintain a 2m distance from students as much as possible.
- All students will be issued with a mini whiteboard to enable the students to take part in whole class feedback. This will enable the teachers to frequently check the students understanding, address their misconceptions and reshape the lesson without the need for extensive movement around the classroom.
- Students will be issued with a plastic folder where they are to keep their knowledge organisers, white board, white board pen and rubber.
- Students will receive limited written feedback during the first term to ensure we are not increasing the chance of transmission. Whole class feedback strategies such as paired discussion, use of mini whiteboards and question and answer will be our primary methods of gathering feedback from students.

- At the start of each lesson, an agreed set of rules and expectations will be shared so that students are clear about hygiene expectations and social distancing.
- There are posters around the Academy which explain key safety aspects such as social distancing and good hygiene.
- During the lessons, we will adhere to our teaching and learning strategy where feasibly possible, however, one to one support will be challenging due to social distancing measures.
- Students will be required to have all of their basic equipment as per the EDA way (see equipment section of this letter). Students are required to bring a school bag whereby all of their equipment can be stored.

Making The Site Safe

A thorough risk assessment is in place and has been approved by the Local Governing Body. The site has been thoroughly deep cleaned on a daily basis since our phased re-opening. Our site management team are continually on site making it safe for students and staff completing activities such as wiping surfaces, door handles and desk spaces. This will continue throughout the day when students are in the Academy. In addition, the following steps have been put in place to ensure the site is safe:

- During social times, students will be kept in year group bubbles. Each year group will have a separate indoor and outdoor space where they will spend social times. Students will not be permitted to mix with other year groups at social times.
- Agreed protocols are shared with students at the start of each lesson.
- Hand sanitisers are in all classrooms.
- Hygiene posters are displayed in the classrooms, corridors and toilets.
- Social distancing floor reminders are in places where it's required.
- PPE equipment is available for those staff who will require it, as per the guidance, and this will be distributed accordingly.
- Site management team are onsite completing daily cleaning.
- Desk shields are being ordered for areas of the Academy that require this such as the reception area and offices.
- Hand sanitising is becoming integral to the start and end of every lesson.

Our Academy site is safe for students and staff and we will follow the guidance and continue to promote good hygiene and practice effective social distancing.

Equipment Expectations

- Students must bring their own basic equipment at all times – we will NOT be providing equipment as the guidance states sharing of equipment is not permitted. We are also adding a geometry set to our basic equipment list.
- There will be no practical PE lessons timetabled during the phased return therefore students are not required to bring their PE kit.
- For the first term we are requesting that all students must bring their own packed lunch.

Uniform Expectations

- Students are requested to wear their full uniform in September.
- Any students who have had hair dye, nail extensions or other cosmetic additions must ensure they are removed for September.
- When students have Physical Education they MUST attend school in their school PE kit and wear it for their full day in school, as changing rooms will not be available. Students must NOT wear hoodies or other items of non-school uniform.

Travelling to and from School

The government guidance is very clear about this and we reinforce the following:

- Students must not travel to and from school in large groups. We are staggering the start times and ends times to reduce students arriving at the same time.
- Gatherings at the Co-op or other meeting place before or after school is strictly forbidden. Please support us with this and emphasise social distancing to your child.
- Students must enter the school via the main gate where they will be told which rooms they need to proceed to.
- Parents are not to gather outside the school gates at the end of the day.
- Parents are also reminded to respect the road markings on Pool Road and also the loading areas on the Co-op car park and other local business parking areas. We would also encourage parents not to car share with other families.
- Each class will be dismissed by a member of the senior team and students will be escorted off site adhering to social distancing guidelines.
- Any student being transported to school needs to be dropped off at the drop off point only.
- Siblings are permitted to arrive at the same time and we will have arrangements in place to ensure students are kept in the year group bubbles on arrival.
- Information has been sent by Mrs Stephenson to those families who applied to use our school bus service.

Student Illness Whilst at School

- Whilst we will be extremely vigilant in school, we are expecting families to be equally as vigilant. Therefore, **do not** send your child into school if they are showing symptoms of COVID-19. **Instead, you must inform the school immediately and follow the testing protocols as outlined below.**
- At the start of each day, every child will be asked if they or any of their household have any symptoms associated with COVID-19. Should they answer yes to any of them, they will be placed in a well ventilated room, away from other students and parents will be contacted to arrange immediate collection. **As soon as parents collect their child, they must then follow the testing protocols as outlined below.**

COVID-19 Testing Protocols For Parents

Get your child tested *as soon as possible* and keep them isolated at home until you receive the results. Clicking on this link will take you the test-booking site:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

The drive-through test is the one we recommend as you can usually get one on the same day and the results are usually returned within 24 hours

If the result is negative, you must:

1. Inform the school immediately so that we can reassure any concerned parties.
2. Send your child back to school at the earliest opportunity after the negative result, as long as they are well enough to return. (If their symptoms were the result of a cold, flu or some other infectious condition, it may be appropriate to keep them off a little while longer.)

If the result is positive, you must :

1. Inform the school immediately so that we can liaise with our public health protection team in order to:
 - Assess and confirm which students and staff have been in close contact with your child in school.
 - Ensure that these students/staff self-isolate for 14 days in line with the guidance entitled [Stay at home: guidance for households with possible or confirmed COVID19 infection.](#)
2. Continue to isolate your child at home for a 7-day period from the day they became ill, in line with the guidance entitled: "Stay at home guidance for households with possible or confirmed COVID 19 infection."
3. Send your child back to school after 7 days, as long as all other symptoms (other than a residual cough or a lack of taste or smell, which can remain beyond the period of infection) have gone. If symptoms other than these remain (such as a high temperature) the period of isolation needs to be extended.
4. Ensure that other members of your household self-isolate for at least 14 days in accordance with the guidance entitled: [Stay at home: guidance for households with possible or confirmed COVID19 infection.](#)

Home Learning

- There will be a small number of students who are shielding for personal health reasons. These students will be expected to present official medical evidence that they are within the shielding category. Where students are shielding for personal health reasons, we will provide remote online learning.

Students Expectations and New Routines

- Exemplary student behaviour from all students will be required at all times alongside clear and effective routines. We cannot and will not accept poor behaviour that jeopardises learning or safety. Our behaviour policy and behaviour for learning policy remain the same, the information below will be added as an appendix. We expect students to adhere to our Behaviour for Learning Policy and also The EDA Way at all times.
- All students will sign a behaviour contract, a copy of which they will take home. The table below outlines our new routines during the phased return. Please discuss these with your child.

Arrival for Students

- A member of staff will be stationed at the Co-op to assist with directing students.
- Where possible, students arriving by car are asked to be dropped off at usual drop-off point rather than walking from nearby streets, due to the potential for them to not adhere to social distancing.
- Start times will be staggered:
 - Year 7-9 will arrive at 8.30 am.
 - Year 10-13 will arrive at 8.45 am.

- Upon arrival students will go straight to the following places:
Year 7 – Quad (Theatre for wet weather)
Year 8 – Courts, far side (Sports Hall for wet weather)
Year 9 – Courts, near side (Marquee for wet weather)
Year 10 – Tutor rooms
Year 11 – Tutor rooms
6th Form – Tutor rooms
- Year 7-9 will have a registration period between 8.40 am – 9.00 am
- Year 10-13 will have a registration period between 8.45 am – 9.00 am
- For Years 7-9, the Senior Team will dismiss year groups from their designated places to classrooms to ensure entry to the building is staggered.
- All students arriving using the Academy bus service should move directly to the areas specified, regardless of year group and start time.
- Where siblings with different start times are dropped off at school together, they can enter the site, and should directly to the areas specified.

Timings of the Day

The timings of the Academy day will be staggered, as per the government guidance. This includes both a staggered start to the day, and the end of the school day:

- Year 7, 8 and 9 will begin at 8.30 am each day, and finish at 3.05 pm (2.35 pm Wednesdays)
- Year 10, 11, 12 and 13 will begin at 8.45 am each day, and finish at 3.10 pm (2.40 pm Wednesdays)
- Break times will also be staggered and this is outlined in the table below.

Monday, Tuesday, Thursday and Friday				Wednesday			
Years 7 - 9		Years 10 - 13		Years 7 - 9		Years 10 - 13	
Arrival	8:30	Arrival	8:45	Arrival	8:30	Arrival	8:45
Reg	8:40 - 9:00	Reg	8:45 - 9:00	Period 1	8:40 - 9:45	Period 1	8:50 - 9:45
Period 1	9:00 - 10:00	Period 1	9:00 - 10:00	Break	9:45 - 10:10	Period 2	9:45 - 10:45
Break	10:00 - 10:25	Period 2	10:00 - 11:00	Period 2	10:10 - 11:10	Break	10:45 - 11:10
Period 2	10:25 - 11:25	Break	11:00 - 11:25	Period 3	11:10 - 12:10	Period 3	11:10 - 12:10
Period 3	11:25 - 12:25	Period 3	11:25 - 12:25	Lunch	12:10 - 12:45	Period 4	12:10 - 13:10
Lunch	12:25 - 13:05	Period 4	12:25 - 13:25	Period 4	12:45 - 13:45	Lunch	13:10 - 13:45
Period 4	13:05 - 14:05	Lunch	13:25 - 14:05	Period 5	13:45 - 14:35	Period 5	13:45 - 14:40
Period 5	14:05 - 15:05	Period 5	14:05 - 15:10				

Classroom Teaching

Classroom Layout

- All classrooms will be set out with desks in rows and students facing the front (as per the Government guidance).
- In line with government guidance, the teacher should socially distance from all students wherever possible, and therefore will remain at the front of the classroom for the majority of the lesson.

Hygiene Practices

- Students will use the sanitiser as they enter the classroom and also obtain a paper towel. They will also sanitise before they leave the classroom.
- At the end of each session, students will wipe down their working area using the paper towel and the cleaning product available. They need to ensure that they dispose of the paper towel in the bin. The bin will need to be positioned by the door.
- Teachers will be responsible for encouraging and modelling effective hygiene throughout the school day.

Classroom Expectations

- Students will enter the room as promptly as possible to avoid a situation where students line up on the corridor, therefore classrooms will remain open.
- The expectations for behaviour and conduct in the classroom will be in line with the behaviour contract, the Behaviour for Learning policy and the EDA way. In addition, staff will be explicit in their instructions that students do not leave their seat unless directed to do so.
- Students will be dismissed a row at a time to promote social distancing. The teacher is responsible for ensuring that this is done in a controlled manner. They should ensure that they sanitise before they leave the room.

Toilets

- There is no requirement in government guidance to designate toilet blocks to different groups of students.
- However, we have chosen to allocate toilet blocks to year groups as an extra measure. Therefore, at break/lunchtime, and between lessons, students will access the following toilets only:
 - Year 7 – Canteen corridor toilets
 - Year 8 – SIZ corridor toilets
 - Year 9 – SIZ corridor toilets
 - Year 10 – Canteen corridor toilets / Sports Hall toilets
 - Year 11 – SIZ corridor toilets
 - 6th form – 6th form toilets
- Students must use the toilets on their way out/back in from break and lunchtime. Students won't be permitted to visit toilets midway through a break/lunchtime, to minimise movement of students around the Academy.
- To avoid touching metal door locks with clean hands, students will be advised to unlock and open the door after flushing, before hand-washing OR to use a piece of toilet paper to open the door and then flush the paper away.

Movement Around Academy Site

*** THE ONE-WAY SYSTEM APPLIES TO ALL STAFF & STUDENTS AT ALL TIMES ***

- Whilst in the corridors, students are to face the way they are walking. Students are not to stop, wait or turn round to talk to those behind them.
- When accessing lockers, students must do so on their own, and remain facing the locker at all times, before turning and joining the flow of students again.
- Any staff/students needing to access the upstairs corridor to do so via doorway/staircase opposite HUB
- At the end of break/lunch – students may go up the stairs opposite Room 1 to access rooms 40, 41, 42, 54, community room, mentor room and the library.
- Any staff/students needing to access downstairs corridor to do so via doorway near SIZ/Room 17.
- To access rooms 1-5 and 23-27, the door from the quad should be used.
- One-way system will be in effect in Technology/Art block and History rooms. Entrance will always be via door near canteen queue. Exit will be via door nearest 6th form toilets (for Rooms 6-12), and fire doors by Room 14 (for Rooms 13-16).
- Upon exit of the doors near History classrooms, staff and students will be expected to turn left.
- Pathway between Sports Block and playground - Movement back towards main school building will need to be on upper pathway, movement towards Sports Hall on lower pathway.
- Students who cannot meet these expectations, and are deemed to be causing a risk, could be sanctioned.

Student Movement on Monday, Tuesday, Thursday and Fridays:

- At 9.00 am, Year 7-13 are dismissed from registration and move to period 1.
- At 10.00 am, Year 7-9 move to break areas, and Y10-13 move to Period 2 rooms.
- At 10.25 am, SLT will stagger the dismissal of Year 7-9 to their Period 3 lessons.
- At 11.00 am, Year 10-13 will move to their break areas.
- At 11.25 am, Year 7-9 will move to Period 3 lesson. Following this SLT will stagger the dismissal of Year 10-13 from break to their Period 3 lessons.
- At 12.25 pm, Year 7-9 will move to their lunchtime areas, and Year 10-13 will move to Period 4 lessons.
- At 1.05 pm, SLT will stagger the dismissal of Year 7-9 to their Period 4 lessons.
- At 1.25 pm, Year 10-13 will move to their lunchtime areas.
- At 2.05 pm, Year 7-9 will move to Period 5 lesson. Following this SLT will stagger the dismissal of Year 10-13 from lunch to their Period 5 lessons.

Student Movement on Wednesday:

- At 9.45 am, Year 7-9 move to break areas, and Y10-13 move to Period 2 rooms.
- At 10.10 am, SLT will stagger the dismissal of Year 7-9 to their Period 2 lessons.
- At 10.45 am, Year 10-13 will move to their break areas.
- At 11.10 am, Year 7-9 will move to Period 3 lesson. Following this SLT will stagger the dismissal of Year 10-13 from break to their Period 3 lessons.
- At 12.10 pm, Year 7-9 will move to their lunchtime areas, and Year 10-13 will move to Period 4 lessons.
- At 12.45 pm, SLT will stagger the dismissal of Year 7-9 to their Period 4 lessons.
- At 1.10 pm, Year 10-13 will move to their lunchtime areas.
- At 1.45 pm, Year 7-9 will move to Period 5 lesson. Following this SLT will stagger the dismissal of Year 10-13 from lunch to their Period 5 lessons.

These changes with regard to movement around the school site are really important and so it is vitally important that everyone has a secure understanding of them by the start of September.

Break time/Lunchtime For Students

- Break times and lunchtimes will be staggered:
Year 7-9: Break 10.00 am to 10.25 am, Lunch 12.25 pm – 1.05 pm
Year 10-13: Break 11.00 am to 11.25 am, Lunch 1.25 pm – 2.05 pm
- Students will go straight to their designated year group areas:
Year 7 – Quad (Theatre wet weather)
Year 8 – Courts, far side (Sports Hall wet weather)
Year 9 – Courts, near side (Marquee wet weather)
Year 10 – Astro (Sports Hall wet weather)
Year 11 – Marquee
Year 12 – 6th form Common Room
Year 13 – 6th form Workroom
- At the end of their break time, SLT will dismiss year groups so entry to the building is staggered. Students will then walk to the classroom for their next lesson.

Food & Drink for Students

- Café Erasmus will be open at break and lunch to purchase food only. Students will take their food to their designated social area.
- There will be three separate year group queues for entry, with one year group let in at a time. When they have finished purchasing, the next year group will be allowed in.
- We will rotate the year group having first access each day.
- All canteen food will be 'take-away' to prevent the mixing of students in different year groups within the canteen.
- Where possible, students should bring a packed lunch for the first term.
- **From September, the cash top-up machine will only be available to check cash balances. Students will no longer be able to load cash onto their cards in school. All catering account credit must be preloaded online.**

Student Uniform

- Normal school uniform will be worn by all students.

Student Unwell/Demonstrating Symptoms

In the unlikely event that a student begins to demonstrate symptoms of COVID-19 whilst in school:

- Student asked to stand outside of classroom with belongings and a member of the Senior team will collect the student.
- Parent/carer contacted immediately for collection.
- Where possible and weather allows, the student will be taken to the outdoor quad area and supervised from 2m or more.
- In the case of inclement weather, the student will sit on the stools by the canteen entrance, where doors are open to ensure ventilation.
- Where a toilet is needed, the student will be taken to the staff/6th form toilet block.
- Site staff informed of tables/chairs and toilets students have used and an "Out of use" sign will be placed on them until cleaning has taken place.
- Parent/carer must follow the COVID-19 Testing Protocols for Parents as outlined on page 3 of this document.

Behaviour & Sanctions

- For classroom behaviour, staff will follow the Academy Behaviour for Learning policy.
- There will be no detentions during the school day, due to the staggering of break/lunchtime.
- All detentions will take place after school, regardless of the length of detentions.
- There will be after school detention days for each year group.
Mon and Thurs for Year 7-9.
Tues and Fri for Year 10-11.
- At detentions, there will be separate rooms for each year group.
- Staff will set detentions in the student's planner, giving 24 hours notice of the detention. It is up to the student to share that information with their parents/carers.
- Detentions will begin at 3.10 pm, with the following timings:
Level 1 = 15 minutes
Level 2 = 30 minutes
Level 3 = 1 hour

- Students with multiple detentions will complete the total time. E.g. A Level 1 and a Level 2 detention = 45 minutes.
- Where students purposefully go against guidance for moving around the site, Level 2/3 sanctions may be given.
- In the event that there are purposeful incidents which pose a health risk to students and staff, the student will be isolated and parents will be contacted to collect them from school to ensure the safety of themselves and others. (E.g. spitting, physical attacks, refusal to comply with H&S/social distancing requirements that could heighten the risk of harm to others).
- Following this, it may be deemed necessary to complete an individual risk assessment to review the safety of that child on the Academy site during the pandemic restrictions.
- Students will read and sign a behaviour contract, where explicit instructions will be given regarding the specific behaviour expectations during COVID restrictions. A copy of this will be kept in school, and a copy sent home for families. We cannot, and will not tolerate behaviour that could potentially jeopardise the safety of either staff or students.

Fire Procedures

- All students and staff will follow the existing protocol for leaving the school building in the event of a fire.
- Students will line-up in their temporary tutor groups, within newly designated areas for each year group. These areas are as follows:
 - Year 7 – Lower field
 - Year 8 – Tennis Courts (Using gate at the far end)
 - Year 9 – Tennis Courts (Using gate at the near end)
 - Year 10 – Astro
 - Year 11 – Marquee
 - Year 12 – Lower field
 - Year 13 – Lower field
- Tutors will move to the area for their temporary tutor group, and register the group.
- Normal Academy procedure for all other aspects of the fire procedure.

We appreciate that there is a lot to understand in this guidance. However, given the circumstances, we feel it's appropriate to give all families a thorough and detailed account of our changes so you can fully understand and internalise them and develop a confident understanding of them in readiness for September.

In advance, we thank you for your support and understanding and we look forward to welcoming back all students in September.