

## Hayle Academy – Arrangements for Students’ Return

The measures and procedures outlined below have been developed to ensure the safety of all members of the school community and to ensure all students can return to school confidently in September. These arrangements follow Public Health England and Government guidance and will be reviewed weekly during the Autumn Term. They recognise the importance of students returning to school for their education, social development and wellbeing and that these factors outweigh the risk to children’s health posed by Covid 19.

These arrangements work on the basis that students will be grouped into school bubbles: each bubble is kept separate to reduce the risk of infection. Within a bubble, students are not required to socially distance, but will be encouraged and supported to do so where possible. Our staff team will move between bubbles and therefore students must maintain social distancing of 2m wherever possible and a minimum of 1m distance from staff at all times. Only where it is essential for the safety of a child, or for their education, will a member of staff be in close contact with a child of less than 1m. Where this is the case, the duration of close contact will be minimised and additional PPE may be utilised.

### **Supporting students to return to school**

Students are expected to return to school, full time, in September.

Students must not attend school if they have symptoms of Covid 19:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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 you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Parents must follow public health requirements for self-isolation and testing if their child has Covid 19 symptoms. Students who develop Covid 19 symptoms during the school day will be referred for first aid support via the on-call system and will be isolated until they are collected by a parent. Parents will be required to collect their child as soon as possible and without delay.

Students with an Education Health Care Plan or who have additional vulnerability to infection will have an individual risk assessment to ensure that they can safely return to school and this will be written by the SENDCo in liaison with parents.

Students are expected to actively engage in the NHS test and trace system to ensure that their absence from school and disruption to their education and progress is reduced to a minimum. Tests are available within 24-48 hours via <https://www.nhs.uk/ask-for-a-coronavirus-test> and results typically returned within 48 hours. The school must be informed at the earliest opportunity of the outcome of the test. Where tests are negative, students should return to school. In the event of a positive test, students and their family must

follow the PHE advice and self-isolate for the required period of time. The school will work closely with the Trust in the event of a confirmed case of Covid 19 and further advice will be provided for parents in line with PHE guidelines with regards to any further Test and Trace or self-isolation requirements for the school staff and students. Parents will be kept informed of any confirmed cases of Covid 19 infection within the school. Students who are self-isolating will continue to have access to online learning on days when they are unable to attend school.

To support prompt and efficient communication, we kindly ask that all parents and carers keep us up to date with any changes in contact details.

### Initial Return

All at Hayle Academy are very excited to be welcoming students back. To support a successful transition back to school for students we will operate a staggered return for year groups to ensure key information can be shared in a timely and effective manner. There are two INSET days for staff on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September. Students will then be returning to the school site as per the table below. Staff will meet students at the school entrance and guide them to the appropriate areas of school, with student arrivals to take place from 08:30, and the formal start of the day at 08:50.

Day	Staff / Students on Site
Thursday 3 <sup>rd</sup> September	INSET Day – No Students
Friday 4 <sup>th</sup> September	INSET Day – No Students
Monday 7 <sup>th</sup> September	<b>Year 7</b> and <b>Year 11</b>
Tuesday 8 <sup>th</sup> September	Year 7, <b>Year 8</b> and Year 11
Wednesday 9 <sup>th</sup> September	Year 7, Year 8. <b>Year 9</b> and Year 11
Thursday 10 <sup>th</sup> September	Year 7, Year 8. <b>Year 10</b> and Year 11
Friday 11 <sup>th</sup> September	All students on site.

The Year Group in **Bold** highlights their first day on site

### Arrival at school

The school site will open to students at 8:30am. Students should not arrive before 8:30am as staff will not be on duty to supervise them.

Students should maintain social distancing during their journey to and from school, including if they walk to school. Students should not walk to school in groups and parents are asked to ensure that their child follows this requirement. Car sharing is not advisable currently due to public health requirements for social distancing. School transport, if used, will provide appropriately for social distancing to be maintained. Further details will be available to parents from the transport provider.

Staff will be on duty from 8.30am to support students and to ensure that arrangements are followed.

Students will work in school within segregated bubbles with the school structured to minimise social contact between bubbles. Each year group will have designated zones which will be clearly indicated from entry to the school site. Year groups will be given specific doors through which to enter and leave the school building to ensure social distancing can be maintained. Bubble allocations are as follows:

Year Group	Bubble
7	A1
8	B1
9	A2
10	B2
11	C

Although bubbles A and B share common timings for the informal times of the day, they have been further subdivided into sub-bubbles and will have allocated outdoor spaces, toilet areas and canteen queue and seating areas. Bubble zones and entrances are shown in the map overleaf.

### Structure of the day

Students will follow their full timetable in September, however where possible students will be allocated to fixed rooms, with teachers moving between rooms. The structure of the day will change, however the start and finish times will not. Timings are given below.

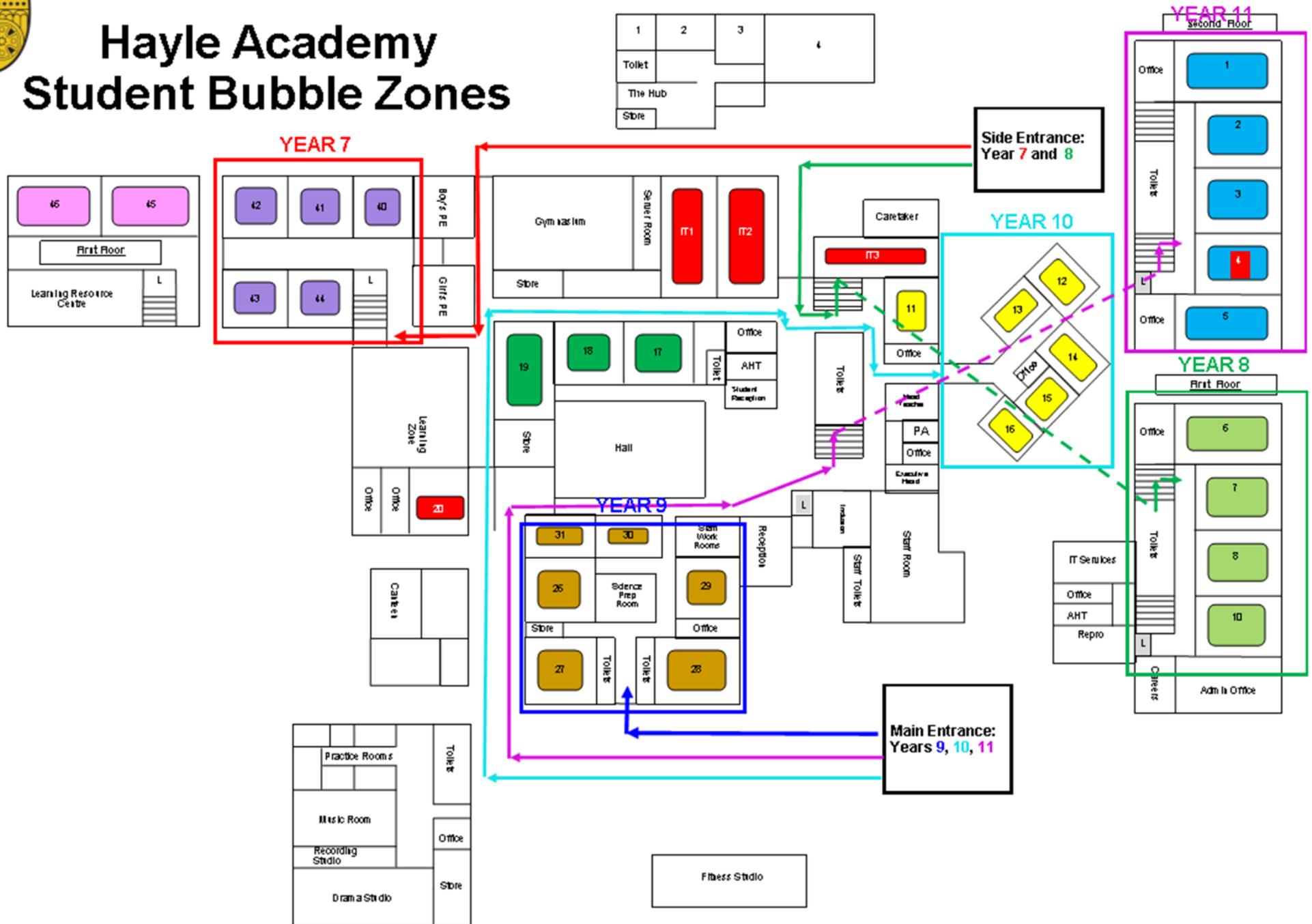
8:30	Students can arrive to school		
8:50-10:05	Period 1 (Including AM register)		
10:05-11:20	Period 2		
Lunch / Tutorial rotation 11:20-12:35	Bubble A	Bubble B	Bubble C
11:20-11:45	Canteen access	Tutor time	Social space
11:45-12:10	Social space	Canteen access	Tutor time
12:10-12:35	Tutor time	Social space	Canteen access
12:35-13:50	Period 3		
13:50-15:05	Period 4		
15:05	Students depart site		

*The canteen will be closed briefly for cleaning between each session*

Duty staff will be allocated to support good conduct.



# Hayle Academy Student Bubble Zones



**Hand and Respiratory Hygiene:** Good hand and respiratory hygiene is an essential element of protection for the school community. All members of the school are expected to follow hand hygiene guidance and to wash their hands (or use sanitiser) thoroughly and frequently. Hand gel is available for student use outside classrooms and in key locations around the school site. Soap is provided in student toilets to facilitate good hand hygiene. Hand gel should be used on arrival in school.

Students should bring their own supply of tissues to school and these must be disposed of in a hygiene bin, labelled for this purpose. Hygiene bins are double bagged for safety and emptied at least daily.

**Uniform:** Students are expected to wear full school uniform. Further guidance can be found in our uniform policy. Students are advised to wear an additional layer beneath their school shirt e.g. a plain tee shirt, as windows and doors will be opened to increase ventilation and the school building and classrooms will be colder than usual. If this is worn, it should not be visible.

**Out of Bounds Areas:** The school's Reception, Student Reception, The Hub and all offices are not available for student use (except by prior arrangement) and are out of bounds at this time. Students must also follow their social distance arrangements at lunchtime and cannot enter an area not designated to their support bubble.

**Food and Drink:** Students should bring their own water bottle and snack to school, if required. Fizzy drinks and chewing gum are not permitted. As part of the control measures, the morning break has been removed, however between each lesson, students will have a short period to refresh at their seats whilst their next teacher is setting up for their lesson. This short 'interval' will also provide an opportunity for students to eat a snack, if they need to do this. These arrangements will provide adequate breaks in learning for students to remain alert and focussed during their lessons.

A full lunchtime service will be provided for students. The student areas will be cleaned between sittings of different bubbles. Wherever possible, students are asked to bring their own food to school during the initial phases of re-opening (in September) to reduce the queues in the dining area and help school staff establish the new routines for lunchtime.. All students including those with free school meals entitlement may purchase food from the school catering service. Therefore, free school meals vouchers will no longer be provided for families from September.

To maintain hygiene, water fountains have been temporarily decommissioned and students should bring a full water bottle with them with sufficient water to last the day. Water and purchased drinks are available via the canteen at lunchtime.

Whilst students do not need to maintain social distancing within their school bubble, they will be encouraged to do so where possible. Conduct which deliberately breaches the separation between bubbles will be considered to be very serious and repeated breaches may result in a student losing their privilege to socialise within their bubble during lunchtime.

Students will be encouraged to wash or sanitise their hands before and after eating to maintain good hand hygiene.

**Visitors to school:** no visitors are currently allowed on school site. All meetings with parents will, wherever possible, continue to be completed using online platforms or by phone. Visitors arriving without an appointment will not be admitted to the school.

**Student Toilets:** these will operate on a 'one in, one out' basis and will be included in our monitoring. Each year group will have a designated toilet. Soap is provided to ensure good hand hygiene. Toilets will be cleaned mid-morning.

**Face Masks and PPE:** In line with current national guidance, staff and students may wear a face mask and/or other PPE if they wish to do so. All members of the school community will respect the decisions of others regarding their use of PPE. Students using school or public bus transport will be expected to sit within their bubbles and will be required to wear a mask which they may remove and dispose of in a hygiene bin on arrival in school. Students should wash or sanitise their hands after removing a face mask and these should be placed into a hygiene bin for disposal.

**First Aid:** students who feel unwell in school should inform their teacher. On-call staff will provide support and students will be taken to First Aid if required. Where possible, first aid advice and support will be provided without breaching social distancing and the first aider will remain 2m away. Additional PPE is available for first aiders and will be used if further first aid treatment is needed which makes social distancing impossible. Students who need further medical support will wait in the First Aid Room until they are collected by a parent. Parents are asked to be available to collect their child promptly in the event they are unwell in school.

**Assemblies** will only take place where essential in the support bubbles. School visits and trips, extracurricular activities and the extra-curricular programme are also postponed; this will continue at least until October half term and will be kept under review.

**Classrooms:** Groups will be allocated to a year group bubble for the majority of their lessons. Students will stay in the rooms of the bubble each day and staff will move between the rooms. Seating plans for students should be drawn up, allocating their desk and seating position. The default seating plan is for students to be taught in rows.

Where an LSA is assigned to support a student, they will be included in the seating plan, ensuring social distancing to other students.

Students should remain in their seats throughout the lesson. Group work and practical work will not be possible as social distancing must be maintained. Practical work will be reviewed after the first two weeks to see how this can be supported as part of the curriculum.

The transition between lessons will require teachers and some students to move. In the first instance teachers will move to ensure social distancing. Then students will move if required. There will be a member of staff to support at each transition point in each location. This is not a designated break.

Only **one** student will be permitted to leave a classroom at any time to use the toilet. Students should not leave the classroom for any other reason, unless they are with a member of the on-call team.

Staff and students need to be vigilant about the tidiness of the classrooms. Please ensure that all work surfaces are left clean of any objects so they can be cleaned down each day.

Only one student will be permitted to leave the lesson at any one time.

**Specialist lessons:** Students will remain in their designated classroom base unless they are required to move to a specialist facility for a lesson (e.g. art, DT, music, drama, PE and computer science). Additional staff will be on hand to ensure that supervision is available between lessons to maintain separation between school bubbles as students move through the corridors. Specialist equipment will be cleaned between use by different students to reduce the risk of infection. Additional classroom cleaning will be provided in specialist rooms to reduce the risk of infection between separate school bubbles.

**Arrangements for PE lessons.** The school considers it vital to the education of students that all students are able to participate in active PE lessons. Contact sports (such as rugby) will not take place during the Autumn Term and will be reviewed for the Spring Term. PE teachers will adapt the physical activities used in their curriculum plans to reduce the risk of infection between students whilst maintaining the high quality of education as much as possible. Wherever possible, PE lessons will take place outdoors and students should bring appropriate PE clothing (e.g. PE coats) to maintain their comfort during outdoor PE lessons during the Autumn Term. The PE team will communicate with parents to ensure parents are clear about what PE kit is essential for the Autumn Term.

Students within the same bubble do not need to maintain social distancing in changing rooms but will be encouraged to do so where possible. Changing rooms will be cleaned between use by students in different bubbles. Equipment used in PE lessons will be thoroughly cleaned between use by students and between use by students in different bubbles.

**Basic Equipment.** Students should bring their own basic equipment to school (pen, ruler, rubber, pencil, sharpener, scientific calculator). If a student does not have the equipment they need then they will be provided with this by their teacher. Where a student needs to borrow essential equipment e.g. calculator (or similar), these will be wiped before and after use and returned at the end of the tutorial. Lack of equipment should not be a barrier to learning. Students are advised not to borrow equipment from other students and wherever possible, to bring their own.

**Conduct in School:** Time in school is now particularly vital as we work to assess students' gaps in learning and support them to make rapid progress after what has been an extended period of absence for the vast majority of students. We therefore expect all students to engage fully in their lessons and support and respect other members of the school community so that lessons can proceed without disruption. We ask all students to understand and follow our clear expectations for conduct during lessons and at social times and we will provide individual additional support where needed so that students can make a positive transition back to school.

Disruption to lessons will not be tolerated. On the first occasion, low level disruption will result in a warning from a member of staff. Any further instance of disruption will result in the student being removed from the lesson. At this time, lessons are extremely precious and students will not be permitted to disrupt the learning

of others. Non-compliant behaviour which breaches social distancing arrangements will be considered to be extremely serious and will result in the student being referred to the leadership team and/ or removed from the lesson by on-call. The leadership team will liaise with parents with regards to the student returning to the school. Non-compliance with social distancing arrangements and/or the instructions given by staff is likely to result in the student being removed from the school in line with our behaviour policy.

**Transitions between lessons.** Students are asked to wash or disinfect their hands when entering and leaving a classroom.

The transition between lessons will require one teacher to leave, and another to arrive, as well as potential student movement. This is not a designated break.

**Movement in Corridors:** Students should follow and support all one-way systems and social distancing markers. Movement in corridors will be minimised and additional supervision will be provided to ensure that the separation between school bubbles is maintained. Students must remain socially distanced from school staff in the corridors at a minimum distance of 1m and 2m where possible.

**Homework:** In order to support students to transition back to school after a long period of absence our homework policy will be suspended for the first 3 weeks of term and teachers will not set homework. Following these initial weeks, up until the end of October, homework will only be set in Maths and English to facilitate essential progress. We intend to implement our homework policy in full by the end of the Autumn Term and parents will be kept fully informed as this is phased in.

### **Leaving School**

At the end of the day students will leave the site following the same routes that they came in. Classes will be informed of which exit to use. Social distancing should be observed by students whilst on the school site and on the way home. Students should not walk home from school in groups. The main door through Reception should not be used by students. Teachers will be on duty to supervise students leaving the site and to support social distancing arrangements.

**Social distancing in the event of an evacuation:** In the event of a fire evacuation the school's revised procedures will be followed. The priority will be the safe evacuation of students and staff from the building. Social distancing requirements may need to be temporarily lifted to facilitate the prompt and safe evacuation of students and staff. The school staff will only lift the social distancing (2m separation) if it is essential to do so to facilitate exit from the building. As soon as it is safe to do so (at the assembly point and during registration) social distancing arrangements will be re-established: students will line up 2m apart for registration. Return to classrooms following a fire evacuation will be managed one group at a time, supervised by the tutorial teacher, and social distancing arrangements will be followed.

**Questions or concerns about social distancing:** Students with any questions or concerns about social distancing arrangements should ask their teacher in the first instance. Parents with questions or concerns should contact their child's pastoral lead for advice in the first instance. For students in Years 7 and 8, Mr Wyatt on [clive.wyatt@hayleacademy.net](mailto:clive.wyatt@hayleacademy.net); for students in Years 9, 10 and 11, Mrs Parker on [emma.parker@hayleacademy.net](mailto:emma.parker@hayleacademy.net).