

Hayle Academy
Student Handbook

School Reopening
September 2020

Introduction

Returning to school this month will be a bit different to our normal routines. We have had to make changes to how our school works to ensure that we minimise the risk of infection from Covid 19.

All our systems follow Government guidance and we have prioritised our responsibility to keep our students and staff safe. This is important because it also helps to keep our families and communities safe too. With these new systems in place, the Government is confident that schools will be safe places for students to learn and enjoy being back in school.

This handbook has been written to help you to understand what returning to school will be like in September so that you can feel confident and prepared for the new school year.

Your staff team are really looking forward to welcoming all students back to school. Many of you have been out of school since March and we know that you have missed school as much as your staff have missed working with you and seeing you 'in person'. School life is an important part of your social and emotional development as well as your academic progress. On-line learning can never fully replace the range of roles that school life provides. We may need to use our online learning in the future and we are really grateful for the way in which our students got to grips with their work, kept in contact with their teachers and continued to work hard and make progress even when you couldn't be in school regularly.

Our focus will be to support every student to return confidently and safely to school. We hope the information in this handbook is helpful to you. If you do have any questions then we can provide additional support by phone on 01736 753009 or email on:

enquiries@hayleacademy.net

We all look forward to welcoming students back to school next week

See you soon!



Mr Horner

Head of School

How will I know what to do?

Every day for the first week, staff will be on hand at the front of school and along the route into each bubble to help students know where to go. There will also be very clear signs showing students where to go. Students will spend the first lesson of each day with their tutor, reviewing the arrangements and ensuring they are comfortable with where they should go and what they should do. Year 7 students will have the opportunity to meet as a group and get to know key members of staff – we will support them and ensure they know everything they need to know in order to make a happy and successful start at Hayle Academy.

What are 'bubbles' and how do they work?

School 'bubbles' are groups of students who work together in school. Your school bubble will be your year group. Within your bubble you will be asked to social distance from other students whenever you can. This means that, if possible, you keep at least 1m apart from other students in your bubble.

Where you cannot stay 1m apart e.g. in a classroom, PE changing rooms or in the corridor, you are allowed to be closer to other students in your bubble. You must not be in contact with students in other bubbles and the school have carefully planned the school day to ensure that each bubble remains separate from the others.

School bubbles have to be separated at all times: on the way to school, in school, at lunchtime and on the way home. This is to minimise the number of contacts you have with other students and reduce the risk on any infection spreading.

Teachers and staff will move between different bubbles: we have to, to be able to teach all our students. So students must stay at least 1m away from all our staff and, where possible, stay 2m away. This is important otherwise staff will be at risk of catching, and spreading Coronavirus.

You can help us by staying separate from students in other bubbles and staying at least 1m, and if possible 2m, apart from the staff team.

When do I come back?

To allow us to support each year group's return we have staggered the start days for each year group for the week commencing 7th September. This will allow us to ensure each year feels comfortable, well supported and ready to learn under our revised arrangements. The table below shows the arrangements for this staggered start. Students should not attend on other days. From Friday 11th September, all students should be in school.

Day	Students on Site
Monday 7 th September	Year 7 and Year 11
Tuesday 8 th September	Year 7, Year 8 and Year 11
Wednesday 9 th September	Year 7, Year 8, Year 9 and Year 11
Thursday 10 th September	Year 7, Year 8, Year 10 and Year 11 (Year 9 not in)
Friday 11 th September	All students on site.

(Year group in bold signifies that year's first day on site)

What will the school day be like then?

We have changed the timings of lessons so that lunch is earlier than usual. Only one bubble will be on lunch at any time so there is a 'split lunch'. Here are the bubbles, timings of the school day and key locations for each bubble:

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

Timings of the day			
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 (7/9)	Bubble B (8/10)	Bubble C (11)
11:20-11:45	Canteen	Tutor time	Social space
11:45-12:10	Social space	Canteen	Tutor time
12:10-12:35	Tutor time	Social space	Canteen
12:35-13:50	Period 3		
13:50-15:05	Period 4		
15:05	Students depart site		

Year Group	Bubble Rooms	Site Entrance	Building Entrance	Toilets	Lunch Queue	Social Space
Year 7	Maths Rooms - 40-44	Side gate at front	PE door in/out	Learning Zone toilets	Side door queue	Dry: Y7/8 Yard Wet: Gym
Year 8	Rooms 6, 7, 8, 10 (conference room)	Side gate at front	The Hub side entrance and up IT3 stairs	1 st floor toilets	Side door queue	Dry: Y7/8 Yard Wet: Gym
Year 9	Science Rooms - 26,27,28,30,31	Main gate at front	Science side entrance door	Science toilets	Main door queue	Dry: Tennis courts Wet: Hall
Year 10	Eng Rooms - 12-16	Main gate at front	Learning Zone Glass Corridor	English toilets	Main door queue	Dry: Tennis courts Wet: Hall
Year 11	Top floor of Humanities block - Rms 1-5	Main gate at front	Entrance from canteen end of the main building and up Inclusion stairs	Top floor toilets	Main door queue	Dry: Tennis courts Wet: Hall

What happens if I am ill?

You must only come to school if you are well. In the past we have said “if you feel a bit poorly, come into school anyway and see how you get on”. From September you must stay at home if you are unwell with symptoms of Coronavirus to reduce the risk of passing this on to other students.

If you are unwell and cannot come into school, your parents must phone us to let us know. They need to phone first thing in the morning, and every morning that you are unwell.

If you have symptoms of Coronavirus (a new persistent cough, temperature, or loss of taste or smell) you must get a test to see if you have the virus as soon as possible. Your parents can arrange this by contacting the NHS test and trace service. The test can usually be done within 24 hours, and you should get the results within 2 days. You cannot come into school until you get the results and we know that you do not have the virus and you must ‘self isolate’ while you are waiting for the results of your test.

While you are off school, you can keep up with the work doing done in classrooms by using Show My Homework where you will find the resources and an outline of the lessons.

You can help us by making sure you come to school when you are well and stay at home if you are poorly. Make sure you let us know and get a test for Coronavirus as soon as possible if you need to.

What happens if I feel ill while I am in school?

Our first aid team will look after you as usual. Tell your teacher and you will be collected from your class.

If you have symptoms of Coronavirus then our first aid team will get your parents to collect you as soon as possible. They will wear masks and gloves to look after you while you are waiting to be collected: just in case.

Remember you will need to have a test and must let us know the results as soon as possible. Don't come into school until you know that you do not have the virus.

What about travelling to school?

The school will be open to students from 8.30am. Please don't arrive early as staff will not be on duty to look after you.

On your way to school, you should stay 1m apart from other students where you can and you must stay at least 1m apart from students who are in a different school bubble to you.

If you come to school on a bus then you will need to sit separately from students in a different school bubble, and you must wear a mask if you are able to.

When you get to school, there will be staff on duty to help you. Your route into school will have social distancing markers and you need to stay separate from other students whenever you can.

Your bubble will have its own entrance to the building and you must use the entrance and route that is allocated for your bubble.

It is very important that you stay **at least 1m** away from students in other bubbles at all times. Whenever you can, stay at least 1m apart from other students in your bubble.

Why do I have to wash my hands and how will I do this in school?

Hygiene is very important to reduce the risk of spreading infection. You will need to wash (or sanitise) your hands thoroughly and often during the school day. Wash your hands before you leave home and on arrival in school use the hand sanitiser we provide.

Sanitise your hands as you enter and leave a classroom, at lunchtime (before and after you eat) and if you need to use a tissue. Try to keep your hands away from your face and particularly your nose and mouth.

Remember that surfaces that other people touch (like door handles) can pass on the virus, so regularly sanitising your hands will help to reduce the risk of infection.

The school has plenty of sanitiser available but you may bring your own if you want to.

If you sneeze or cough, use a tissue or your elbow and 'catch it, bin it, kill it'. There are special hygiene bins in classrooms for used tissues.

Do I have to wear school uniform?

Yes, we would like all students to return to school as usual, in their full school uniform.

Remember that the classrooms windows will be open to get good ventilation and air flow, so it may be a bit cooler than usual. A plain T shirt under your school shirt might be a good idea if the weather is cold.

You can help us by being in the correct uniform every day. And remember we do not permit facial piercings, jewellery or nail varnish. We prefer you not to wear make-up, and if you do wear it, it should be discrete. If it is 'heavy', you will be asked to remove it.

You can find full details about our uniform policy on the school website.

Do I have to wear a face mask in school?

The Government has **not** made it compulsory to wear a face mask in school. If you would like to, you can. Some of your staff may also be wearing face masks and depending on activities may need to wear gloves too. Whatever choice you make, we will respect it, and we ask that you respect the choices that others make too.

If you need to remove your face mask during the school day, remember to wash your hands before and after you do this. Your used face mask must go into the special 'hygiene' bin in the classroom.

What happens at break and lunchtime?

The school day has been changed so there will not be a break time during the morning: lunch time is much earlier though. This is to make sure we can keep the different bubbles separated. You will be able to go to the toilet during lesson time if you need to, and to drink water (as usual). Your teachers will make sure you do a 'refresh activity' at the end of one lesson, before the next one starts, to help you to be able to concentrate.

Bring a water bottle to school. We are sorry but the school water fountains cannot be used at the moment so make sure you bring plenty of water with you. You will be able to refill your water bottle in the canteen at lunchtime.

At lunchtime, you will be able to use the dining area allocated to your bubble and will have a chance to socialise and take a proper break from learning. You must not be in contact with students in another bubble so only use the areas allocated to you.

The school dining areas will be serving food (with a reduced menu to start with) and you can buy lunch, drinks and snacks. If you can, bring a packed lunch for the first couple of weeks as this will help us to manage our different routines.

Staff will be on duty and please follow their instructions about where you can go, and which areas of the school are open to your bubble.

Remember, as usual, we do not allow fizzy drinks, energy drinks or chewing gum.

You can help us by washing or sanitising your hands before and after eating.

What if I need the toilet?

Your bubble will have an allocated set of toilets. School toilets will work on a 'one in, one out' basis and staff will be on duty to help with this. You must remember to stay at least 1m apart from students who are not in your bubble.

If you need to go to the toilet during a lesson, ask your teacher. If you need to go during the lunchbreak, then please follow the social distancing markers in the corridor. Remember it is 'one in, one out' so you may need to queue for a short time.

Toilets will be cleaned regularly during the school day to reduce the risk of infection.

You can help us by making sure you wash your hands thoroughly after using the toilet.

Will I still have my Learning Support?

Some students have additional adult support in lessons or at lunchtime. If you usually have this support, your learning assistant will be there to help you in lessons. They will be given a seat that is at least 1m apart from you. We know this may feel strange but we have to do this to reduce the risk of infection. Your learning support will help you in the same way as usual with your lessons and during social times.

You can help us by keeping at least 1m apart unless there is an emergency. Your learning support assistants may need to wear a face mask or gloves if they work closely with you.

What will classrooms be like?

Because all students are returning to school, your classes will be the same size as usual. Where we can, you will stay 1m apart from other students in your lessons. The teacher will give you a set place to sit in the classroom. We will also rearrange the desks so that you are facing forwards wherever possible.

Most of your lessons will take place within the same area of the school: allocated just for students in your bubble. You will study English, Maths, Science (sorry, no science practical work in September), geography, history, French, and global values in this area. When you study design technology, art, music, drama, computing and PE you will need to use the specialist rooms as usual. Remember to follow the one-way system and the social distancing markers when you are in the corridors.

Your teachers will have a 'safe zone' marked out at the front of the class. Students must keep at least 1m away from their teachers, and 2m if you can. Only if absolutely necessary (e.g. in an emergency, or to help you with your work in a way that cannot be done from further away) will teachers work more closely with you. This also applies to our learning support assistants and to all staff in school.

How will I move around the school?

Your bubble will spend most of the day in one area of school, separate from students in other bubbles. You must not go outside your bubbles' area unless you have to or when it is lunchtime.

You will need to move to a different classroom to study some subjects (art, music, drama, PE, computing, design technology and graphics). These classrooms, and our changing rooms, will be cleaned between lessons.

When you are in the corridor, follow the updated one-way system and signs and use the social distancing markers to stay at least 1m away from other students. You must stay at least 1m away from staff as well. This is really important.

Remember to sanitise your hands when you enter or leave a classroom. This will help reduce the risk of infection.

Will lessons be the same as usual?

You may find your lessons feel more formal than usual. Your staff have to keep at least 1m away from you, which may feel strange.

We won't be able to do practical work in Science lessons (at least to start with). We will also have to reduce group work and we won't initially be doing this in September whilst we all learn to adapt.

Support your teachers by concentrating and working hard in lessons. Follow their instructions and act responsibly towards other members of the school community. This will help us all to stay staff and enjoy being in school together, making the most of lesson time.

Remember: if you don't understand something ask your teacher for help. You might have missed something important from the online learning, or mis-understood something. We are expecting this to happen more often in September and your teachers will help you to catch up if you are confused or finding things more difficult than usual.

What about PE lessons?

PE lessons are really important and all students will be able to do PE in September. Changing rooms will be cleaned more often and you can get changed as usual for your lessons within your bubble. Remember to bring your PE kit when you have PE as usual.

We may have to vary the activities on offer to make sure it is safe; we will ensure that our lessons are in line with up-to-date guidance from national sports bodies and Public Health England.

Wherever possible your PE lesson will take place outside, so make sure you have the right kit to stay comfortable, even if it is raining!

Will there be clubs after school and what about school trips and visits?

We will not be running our usual clubs or any trips or school visits in September. We will keep this under review, and when we can, our clubs and trips will start again. This is because we have to keep students separate in their different bubbles.

This is the same for our Be Inspired programme. We think we may be able to re-start Be Inspired in the Spring Term and we will let you know as soon as we can.

Do I need to bring anything different with me to school?

Not really. You need the same basic equipment each day: water bottle, snack, pen, pencil, ruler, rubber, calculator.

Try to avoid borrowing equipment from other students. If you do need something, ask your teacher and make sure you wipe it with a disinfectant wipe before and after use.

Remember to bring your PE kit on the days when you have PE lessons.

Will school be 'stricter' than usual?

We have always had high standards for student behaviour. We have not changed our standards. However there are more 'rules' around managing the school day. Once we have got used to them, these will become routine. At the beginning, it may feel strange to follow a one-way system, route markers etc but it will soon feel normal and become part of our everyday life in school.

Support your school staff and follow the instructions you are given to help keep everyone safe. Our time in school is very precious and many students have been absent for school since March. This is likely to mean that some learning has been missed, or perhaps misunderstood without the direct support of teachers. We will be helping all students to catch up in lessons and there be extra support as well.

Help yourself to make the most of your time in school, and help your classmates to do the same, by working hard and supporting your staff. You will get lots of praise and encouragement and we will be making sure that there are lots of House Points awarded for great work, helping others, and when you contribute positively to the school.

Remember, our high standards apply to every students and our classrooms are safe places to learn and enjoy being together. Support your own learning, and that of others, by working together supportively and with dedication. We will not allow anyone to disrupt learning in our school.

Will there be extra homework in the Autumn Term?

No. We know that returning to school after a long time is likely to be tiring for students (and possibly staff too!). We will not set homework for the first 3 weeks of term to help you to settle back into school routines. After this, we will phase in our homework policy, with our full homework policy being implemented in November.

Will the school close if there is a case of Coronavirus?

No. If there is one case of Coronavirus the school would not be closed. Students who had worked closely together may need to get a test and Public Health England would advise us on what we would need to do.

Remember that you must not come to school if you are unwell, and you must use the NHS Test and Trace system if you have symptoms. This way we can help contain the virus and make sure it doesn't spread.

Only if there were a significant number of confirmed cases would a class or bubble have to stay off school.

We will do all we can to reduce the risk of infection, stay open, and ensure that our school is safe for all our students and staff. This is so that you can return to school and carry on with your learning, without it being disrupted again.

What if there was an emergency in school?

If we had to evacuate the school we would still ask students to remain at least 1m apart, as long as it was safe to do so. Students will practice the fire evacuation drill in the first few weeks of term. Follow the instructions you are given by your staff and keep at least 1m apart where possible.

Who do I ask if I have questions?

Students will get additional time with their form tutors in September and they will be able to support you, and answer any questions you may have. On your first day in school you will be given important information and staff will continue to be on-hand to provide support and advice in the weeks that follow.

We have planned the start of the September term to give you additional time with your teachers: each year group will return on a different day so we have plenty of staff available to support you.

Will school stay like this?

We will review our school routines regularly in the Autumn Term. We plan to do this at the end of September, just before half term, and at the end of the Autumn Term. We may adjust our plans and arrangements to make sure they are working as well as possible. Each time we review, we will ask students for feedback. You can help us by sharing your views and by listening to the views of others.

If we can, or if we need to, we will update our routines. For example, we may be able to re-start our afterschool clubs, or start to run school trips.

And finally

Your staff are delighted that the school will be fully open. We are looking forward to welcoming you back to school and to supporting you to make a 'flying start' to the Autumn Term.

Our careful planning and dedicated staff team mean you can look forward confidently, optimistically and enthusiastically to returning to school. We will do all we can to support you, to provide advice and to help you to settle in happily and make excellent progress in your learning.

If you do have any questions that were not covered in this handbook, please call us or email enquiries@hayleacademy.net and a member of staff will be happy to help you.