

Important information for parents and students about September reopening

Please read the following information and discuss this with your child before they come back to school in September. It is important that all students understand this information before attending the academy.

Reporting illness or displaying symptoms of COVID-19

If your child displays any of the following symptoms they **must not attend the academy and you should contact the academy to report their absence**:

COVID-19 main symptoms (taken from the NHS website):

High temperature

New, continuous cough

Loss of, or change to, your sense of smell or taste

If your child feels unwell whilst on site at East Leake Academy, or display any symptoms related to COVID-19 they must inform a member of staff immediately. Any student displaying symptoms of COVID-19 will be isolated in a separate designated area to the standard first aid provision. Parents will be contacted to collect their child immediately in the event of displaying COVID-19 symptoms and encouraged to contact health professionals for appropriate care and testing.

Reporting suspected or confirmed cases

If your child has a suspected case (displays symptoms), or a confirmed case (tested positive) of COVID-19 then you must inform the academy immediately. This will allow the academy to inform others who may have been in contact with your child.

Uniform and equipment

Students are required to wear full academy uniform. They should also bring a warm coat (ideally waterproof) that will keep them warm and dry when going outside for break and lunch. Government guidance states that school uniform does not require any additional cleaning beyond what would be normally required.

Students will need to bring a suitable bag to keep their equipment and personal items in. They should bring as an absolute minimum their pencil case with equipment for school including a scientific calculator and a glue stick. Students will not be able to share equipment between them. Students will not have access to lockers until the current restrictions can be eased.

Social distancing and year group bubbles

As per the government guidance students should stay within their year group 'protective bubble' whilst in attendance at the academy. They should maintain social distancing expectations at all times when outside of their household and interacting with others outside of their year group.

Travelling to and from the academy

Students should travel directly to and from the academy building. We would advise that they avoid public transport where possible, but they **should wear a face covering if travelling on public transport, including school buses** in line with government guidance. Students should avoid travelling in groups and should maintain 2m social distance from others outside of their year group at all times.

Arrival at the academy

Please walk or cycle to the academy wherever possible and maintain social distancing. We understand this will be difficult for students when they see their friends, but it is very important that physical contact is prevented.

We have asked parents to avoid dropping their child(ren) off at the academy site where possible if travelling by car. By arranging a drop off and pick up point away from the academy, with your child walking to and from this point instead; we can help to reduce the congestion at the academy during busy times. We thank you for your support with this.

Parents who are dropping off their children should not escort their child into the building.

When arriving students must go straight to their designated year group zone located close to their year group entrance (**see academy map**). Students must avoid congregating in groups both outside and within the academy building.

At the beginning of the day they will be greeted by their tutor within their year group zone. **Tutor groups will line up at 08:25 (years 7-10) outside their year group entrance.** Students will be escorted to their tutor base for the beginning of the academy day. **No students in year 7-10 will be allowed into the academy building before the start of the day,** so they will need to have a coat in the event of cold weather. Year 11, 12 and 13 will be able to access their zones which are indoors upon arrival. The areas have tables available for private study so that students can use time before school for additional preparation for examinations.

ID lanyards for each year group

Students must wear their ID lanyard at all times so that it is easy to identify the year group of every student. They will need their lanyard to enter the building every day. Students will be issued with their lanyard at the beginning of term.

Delivery of lessons

Students will be taught within designated year group zones (**see academy map**). They will not have access to the entire building and will have the majority of lessons within their designated zone (specific corridor). Students will sometimes be escorted to specialist facilities outside of their zone when required. E.g. Design and Technology, Music rooms etc.

Movement around the academy

Students need to be aware of and follow all signage, floor markings and staff instructions. Routines will be in place to help control the safe flow of movement around the academy building and keep year groups separate. Signage has been increased to remind people to follow the rules at all times. Students who are not meeting these expectations will be challenged in line with the behaviour policy.

Hygiene routines

Hand sanitiser stations will be available on entry and exit points and within designated year group zones. Students will also be encouraged to follow good hand hygiene routines more frequently; particularly before eating. Tissues will also be available in classrooms to promote good respiratory hygiene (catch it – bin it – kill it). Increased signage will be placed around the academy to remind students about hygiene routines.

A request for help

No additional funding has been made available from government to support school budgets for COVID-19 in September. We have estimated that the academy will require **at minimum of 42.5 litres of hand sanitiser per week** to ensure basic hygiene routines can be maintained. If your family are able to provide your child with anti-viral hand gel **for their own personal use** in school, this would make a significant contribution to our collective effort to control the virus and ensure that stock levels of sanitiser can be maintained throughout the term.

If you are able to support **please purchase anti-viral hand gel** that is a suitable product to kills viruses.

Toilets

Students must only use the toilet facilities allocated to their group, located within their designated year group zone. Students should follow good hygiene routines when using the facilities (e.g. hand washing and flushing etc.). Toilets will be cleaned at the end of each day, as well as receiving ongoing cleaning during each day. Students need to take good care of their facilities to help keep everyone safe.

Food and drink during break and lunch

Students will have break and lunch in their designated year group social spaces (see academy map). Students will not have access to the main catering facilities (**apart from year 11, 12 and 13**), but will have the opportunity to purchase food and drink within their year group zones. The kitchen team will have mobile serving stations located in the year group zones. This will mean that a reduced menu will be available for purchase during these times for students. **We would however encourage students to bring their own food and drink where possible to reduce the need for queuing and purchasing food on site.**

Parents will need to ensure that student SQUID accounts have adequate funds for purchasing food via the online payment system. Top up pay stations in school that require biometric finger scans and cash will not be available for students to use.

End of the day

Students will leave the academy via their year group exit and must travel straight home following the same guidance as travelling to the academy (maintaining social distancing etc.). There will be no extra-curricular clubs for the first two weeks of the new term. We hope to start offering year group specific extra-curricular clubs once we have settled into the new routines.

Personal protective equipment (PPE) and face masks

At the time of writing this document the government guidance for schools does not suggest that students or staff need to wear any additional PPE for normal activities in school. Social distancing and good hygiene routines will of course need to be maintained at all times. If however, a student or teacher wishes to wear a **plain face mask** they may do so.

Additional cleaning capacity:

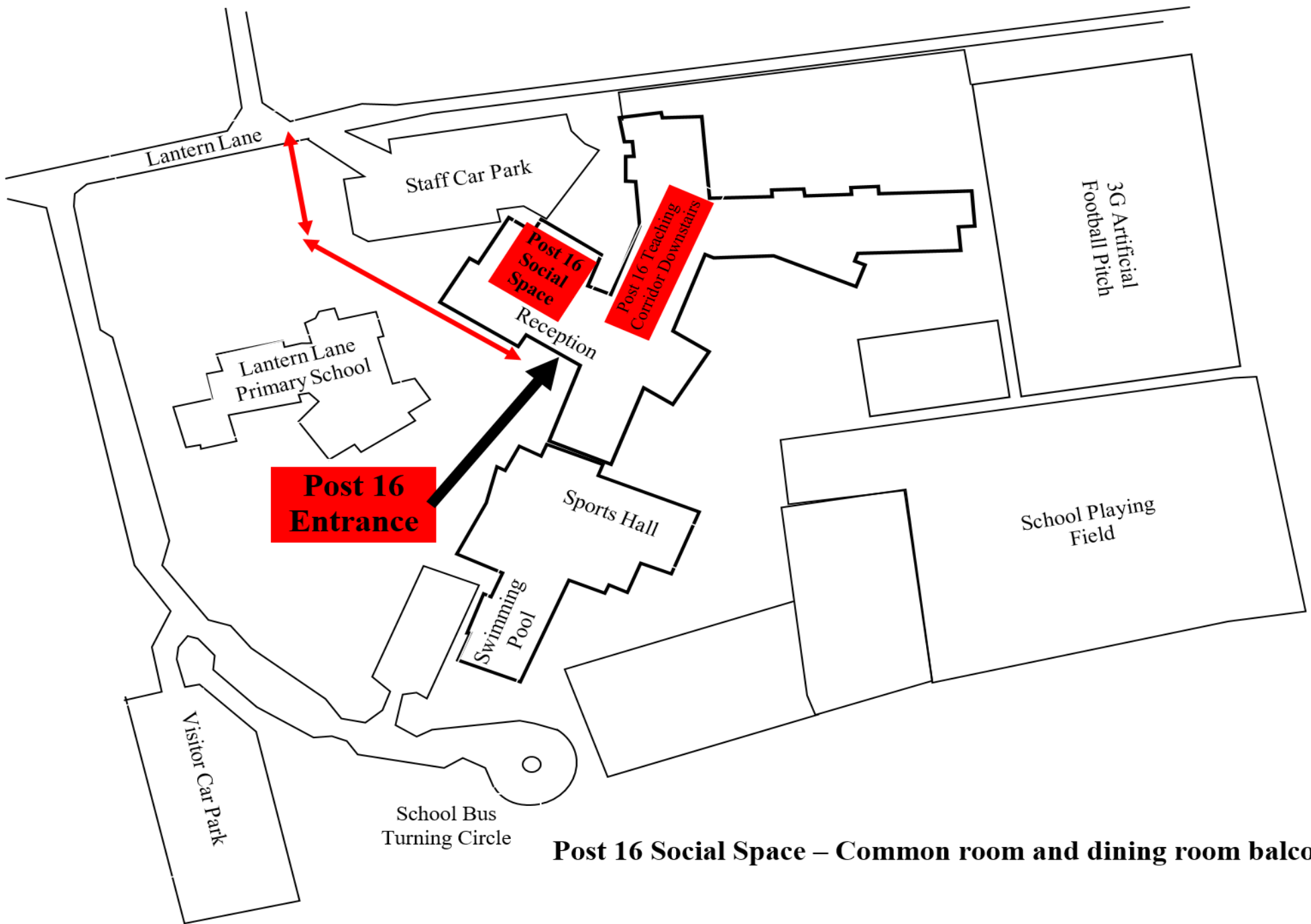
Additional cleaning capacity will be in operation for the full return of all students. Ongoing cleaning during the day will focus on wiping down door handles, emptying bins and cleaning facilities such as toilets etc.

Start of the year arrangements

Please note that the start of the year will be **the same as already published in the school calendar.**

| Date | Year groups in school |
|-------------------------------------|------------------------------------|
| Tuesday September 1 st | Staff training – No students |
| Wednesday September 2 nd | Year 7, 12 and 13 only 08:30 start |
| Thursday September 3 rd | All years 7-13 08:30 start |

If you have any other questions that have not been answered within these instructions, please check our detailed FAQ document on the academy website - <https://www.eastleake-ac.org.uk/academy-reopening-faqs/>



Post 16 Social Space – Common room and dining room balcony