

Guidance for parents / carers during COVID-19

This guidance is a document for parents and carers to provide clarity and information as to how your child will experience the academy during this pandemic. It will be different because it has to be. In order to keep our children and staff safe, your child's movement around the academy and the groups in which they are able to socialise will be restricted in line with social distancing and safety measures put in place as part of the academy's risk assessment. Our risk assessment is a working document and so will change in line with government guidance and the scientific and medical information that we receive.

The following information sets out to give you an understanding of what your child will experience during the day and how we will keep them safe to ensure that children, young people and staff are adequately protected.

The adults in the academy, take their responsibilities during this pandemic very seriously. We recognise that it is vital that we role model the necessary social distancing behaviours for our children and young people.

You can help us by also taking the safety of the academy community seriously. You can do this by reinforcing with your child the importance of good respiratory and hand hygiene as well as social distancing measures. It is vital that you know where your child is and with whom they have come into contact. Their ability to actively put their awareness of social distancing measures in place will protect others (children, young people and staff alike) in the academy community. For older children, this is especially important. We know that most primary age children will be strictly monitored by their parents. However, for young people who can be asymptomatic, it is essential that they understand that they can be carriers and spreaders of the virus without being sick themselves

and therefore, they have a very important role to play. In observing social distancing measures, your child will help keep the academy community safe. It is important to remember that the adults who work in the academy are leaving their own families to support their education.

As a parent / carer, if you, your child or anyone else in your household experiences any symptoms of the coronavirus you must self-isolate in line with the guidance from the government and Public Health England and book and take a test. It is vital that you observe the self-isolation timescales involved (NB: please note that these time scales were amended on the 7th August). It is essential that parents / carers alert us immediately if they or their child exhibits symptoms. This will enable the academy to act as swiftly as possible in order to protect the rest of the academy community. Your child should not return to academy until the outcome of any tests have been communicated to their SAFE Worker, class teacher or Head of Year.

NB: A reminder that face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain

Before entering the academy, your child should:

- Before leaving home wash their hands and avoid touching their face, mouth and eyes
- Should walk or cycle to the academy where possible. Should your child be using public transport, they should avoid peak times (before 8.15am and after 4pm)
- Used face covering / gloves must be disposed of in the lidded bins outside and hands must be washed on entrance to the academy. Fresh / clean face coverings are permitted in the academy.

On entering the academy

- You will need to say goodbye to your child at the gate – you will not be able to enter through the gates unless you are a parent / carer of a KS1 child or have a pre-booked appointment. Members of staff will be at the gate to welcome your child into the academy.
- As soon as your child enters the academy our protocols for entering the academy will be in force including sanitising / washing students' hands in line with Public Health England (PHE) advice

During the academy day

We will minimise and limit movement around the academy.

Your child will be reminded of the social distancing measures that they will need to follow and why they are important. This will help to put the children and young people at ease as well as to ensure that they follow the measures required to keep both themselves and others protected.

NB: The behaviour policy has been updated to respond to COVID-19. Please see Appendix F of the behaviour policy. This appendix is attached to this guidance and is also on the academy's website.

The following measures will be in place:

After handwashing children and young people will be directed to either line up or go to their seat in the classroom.

There will be hand sanitiser in every classroom.

Children and young people will be placed in 'bubbles' (class sized in primary, year group sized in secondary) in the academy in order to minimise mixing but also to be clear as to who students have been in contact with throughout the day if we needed to support a 'track and trace system.'

To this end, your child will be allocated **a year group start and finish time**. Please ensure that you and your child adhere to these times for the smooth and safe running of drop off and pick up times.

Children will be allocated a seat in their classrooms.

Children and young people are expected to bring in all of the equipment that they need for their personal use. They must not share these with others. Should a child not have their own stationery, this will be provided. .

Children and young people will be directed to wash their hands at regular intervals: on arrival, before and after break and before and after lunch when applicable and again before they leave the academy.

Children and young people will be reminded to observe the social distancing rules and will be helped to find strategies to remember

Should a student begin to display symptoms of COVID-19 (a continuous cough, loss of smell and taste, fever) they will be escorted (whilst maintaining at least a 2m distance) to the medical room where the escort should knock and wait outside and explain why they have attended the medical room. The medical team will take them through what will happen next.

Before leaving the academy

- Before leaving the academy wash your hands and avoid touching your face, mouth and eyes.

Raising concerns

If you have any concerns about the safety of your child or any other child, please speak to your child's SAFE Worker or class teacher as soon as possible. However, if it is a concern that you feel could put others at risk if not dealt with immediately, please contact the Assistant, Associate Principals or Principal / CEO either directly in person or indeed via email.

Please note that this guidance may be updated in accordance with any government, medical or scientific advice received.