

Parent guide for the full opening of school, September 2020



Welcome back to school

Early in July, the government issued guidance to schools to support with full opening in September. This guide will provide an overview of how we have adapted to this guidance and how we will be keeping your children safe.

There is a significant amount of information for you to read through, but we feel this is necessary to ensure you have a comprehensive understanding of the measures we have put in place.

The most important information you need to know right now is contained in the *Getting ready to return to school* section. Please pay particular attention to this as it will tell you and your child everything you need to know so you are ready for their first few days back.

To keep our school environment as safe as possible, we have made significant changes to the school site and to the way we will all operate on a daily basis. While this document outlines the general changes, there will be more detailed information our students will require. For this reason, we will be bringing year groups back on separate days. This is so we can give every child a full and thorough induction, so they feel confident and safe before they start their lessons.

Many schools across the country have made sweeping changes to the subjects they offer, dropping several for students in all years. Our plan has meant all subjects can be delivered, though we may have to adapt the way we deliver them. Other schools have reduced the number of GCSEs students are taking in their final year, but our plan enables our students to continue with the broad range of subjects they chose to study, improving their future options. Some schools have removed physical education from their curriculum, but we believe all children need the opportunity to engage in sport, so our plan enables all students to stay safe while they exercise.

We are sure you will have questions, so we have set up a dedicated contact to answer any queries you may have. Although the academy will be closed throughout the summer holidays, we will be responding to any enquiries related to the full opening of school by email on full-opening@laureateacademy.org.uk.

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Getting ready to return to school

Emergency collection of students

As part of our safety procedures, there may be instances where you will need to collect your child. Further information on our emergency procedures is outlined in the *Response to possible COVID-19 infections* section of this guide.

If we call you to collect your child, you must be able to do so within 30 minutes of our call. In the adverse situation that your child displays any COVID-19 symptoms, we will not be permitted to allow your child to walk home unaccompanied. As such, it is crucial that you are able to collect your child within half an hour of our call.

If you know this will be unachievable, you must contact the academy as soon as possible so we can put in place specific risk assessments and procedures for your child.

If your contact details have recently changed, please contact the academy to make sure our details are up to date.

Start of the school year

In order to gradually introduce the new changes and to ensure we can guarantee the safety of students, we have put in place a staggered start to school for each year group.

Year 7

Students should arrive for an 8.35am start on Friday, 4th September for a full school day.

On Monday, 7th September, students will be in school from 8.35am to 12.00pm only.

On Tuesday, 8th September, students will return as normal and continue with full school days.

Year 8

Students should arrive for an 8.35am start on Monday, 7th September and will be in school until 12.00pm only. Students should bring their own snacks and refreshments as there will be no food service on this day.

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Year 9

Students should arrive for an 8.35am start on Monday, 7th September and will be in school until 12.00pm only. Students should bring their own snacks and refreshments as there will be no food service on this day.

On Tuesday, 8th September, students will return as normal and continue with full school days.

Year 10

Students should arrive for a 12.15pm start on Monday, 7th September and will be in school until 3.15pm. Students should bring their own snacks and refreshments as there will be no food service on this day.

On Tuesday, 8th September, students will return as normal and continue with full school days.

Year 11

Students should arrive for a 12.15pm start on Monday, 7th September and will be in school until 3.15pm. Students should bring their own snacks and refreshments as there will be no food service on this day.

On Tuesday, 8th September, students will return as normal and continue with full school days.

Year 12

Students should arrive for a 12.15pm start on Monday, 7th September and will be in school until 3.15pm. Students should bring their own snacks and refreshments as there will be no food service on this day.

On Tuesday, 8th September, students will return as normal and continue with full school days.

Year 13

Students should arrive for a 12.15pm start on Monday, 7th September and will be in school until 3.15pm. Students should bring their own snacks and refreshments as there will be no food service on this day.

On Tuesday, 8th September, students will return as normal and continue with full school days.

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Your child's equipment

The government guidance highlights that students should not share resources in the classroom. This means that we have had to update the equipment list that students are required to bring to school each day.

All students will need to bring:

- Ruler
- HB Pencil
- 2 black pens
- Blue pen
- Red Pen
- Green pen
- Eraser
- Pencil Sharpener with its own container for waste
- Transparent pencil case
- Casio scientific calculator
- Pair of compasses
- Protractor
- Glue stick
- At least 10 different coloured colouring pencils

Breaks and lunch

To prevent the potential spread of any infections, certain aspects of the academy will no longer be in use.

Students will not have access to water fountains, so every child should bring a large water bottle to keep them hydrated throughout the day.

The top-up machines for lunch accounts will be sealed off, so parents should top-up their child's account online. Cash will not be accepted. If your child is entitled to free school meals, their account will continue to be topped up automatically.

Entering the academy

In order to adhere to the safety measures outlined in the government guidance, parents will not be permitted to drop their child off using the academy's through road. If it is necessary to bring your child to school by car, we suggest using Gadebridge Road as a drop-off point.

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As soon as students enter the school site, they will have to split into their 'bubbles'. Each year group will have a separate entry to the site and a separate gate to enter their 'school'. The 'front gate' refers to site entrance on Warners End Road and the 'back gate' refers to the site entrance on Gadebridge Road.

Year group	Site entrance	School entrance
7 and 8	Front gate	Side gate by the Drama block
9 and 10	Front gate	Main gate on the Art playground
11, 12 and 13	Back gate	Large gate to the Art playground

Collecting your child

As with the start of the day, students will leave through their respective gates and parents' cars will not be permitted on the school site. We are sure many parents will want to collect their child from school, but we ask that parents do not come on to the school site. We also request that if parents congregate by the gates, that everyone maintains the government's stipulation on social distancing.

Physical exercise lessons

We believe PE is an important part of the curriculum. As such, we have put in place very strict measures to ensure our children are safe when engaging in sport and exercise.

Part of our measures is that students will not be able to change in our changing rooms. Instead, if your child has a PE lesson on a given day, they should wear their PE kit to school and will remain in their PE kit for the full day. Students can wear optional black or navy jogging bottoms with their PE kit and if they would like to wear a jumper, it must be the official academy PE jumper or normal uniform jumper. We also ask that students still wear their blazer to and from school, over their PE kit.

If a student arrives in the incorrect uniform for their day without a note from their parent, someone from the academy will call you and we will send your child home to get changed so they can fully enjoy all their lessons.

Students will not have PE on their first day back, so your child should wear full school uniform.

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Attendance

Attendance at school is imperative to learning. Even having one day off can have significant repercussions to the flow of learning and a child's understanding, though we appreciate sometimes this is unavoidable.

We also understand that some parents may still have concerns about the safety of their child, given the continued presence of COVID-19. We hope this document gives you confidence in knowing we have gone to extreme lengths to secure the safety of all our students and we must work to the government's statutory protocols on attendance. That is, the government has made clear that, as was the case before schools closed, parents will be fined for continued absence and schools must uphold this requirement.

Contacting the academy

It is sometimes necessary for parents to contact the academy and should continue to do so using the usual telephone number and email. However, we must ask that parents do not attend the academy in person. Where this is unavoidable, for example if you are dropping off medication for your child, parents must call the academy in advance so we can make the necessary arrangements to ensure you can arrive and leave safely.

Student bubbles

In order to minimise student interaction and prevent any potential spread of infection, students will be split into three 'bubbles':

Year 7 and Year 8

Year 9 and Year 10

Year 11, 12 and Year 13

Bubbles will have their lessons, breaks and lunch in separate 'schools', which will be zoned off areas of the school site. The bubbles will enter and exit through separate gates, ensuring they are completely distanced as soon as they enter the school site.

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Changes to the school site

To keep bubbles from interacting, the academy will be split into three 'schools', creating contained learning environments with everything a child needs to study their full range of subjects.

These schools will have physical barriers so students cannot interact with anyone from another bubble. Students will have separate indoor and outdoor eating areas. In the event of inclement weather, we have contingency plans to ensure students can have their breaks indoors. Where crossing through bubbles is inevitable, such as PE lessons where students will have to walk to the astroturf and playing fields, the site team will deep clean any shared areas students come into contact with before and after use.

The creation of the separate schools will mean some subjects will not be delivered in their traditional classrooms. Whilst this was a difficult decision to make, it is necessary to keep the site safe and secure. Where this has affected specialist subjects, such as Art and Drama, we have adapted other classrooms to allow them to continue to be delivered with the specialist equipment they require.

Unfortunately, another implication of the safety guidelines is students will no longer have access to their lockers. As students will also keep all their school books at home, they will need to become very organised with ensuring they pack their school bag with the correct books and equipment for their day.

Students will no longer be able to access the water fountains around the site, so they should bring a large water bottle to keep them hydrated throughout the day.

Changes to the school day

Our plan has allowed us to keep the timings of the school day almost identical to how we previously operated. There will be some slight changes to lunch times for some year groups, but every child will still have the same number of lessons they have previously enjoyed.

There will be no food service during break times, at 10.45, so students should bring their own refreshments and healthy snacks. Hot and cold food will be available to all students during lunch, but the menu will be limited to set meals.

Any tuition and enrichment activities, such as musical instrument lessons, will continue in designated safe areas and any visiting teachers and tutors will undergo strict safety precautions when visiting the academy.

Lessons will have the same feel, but with some slight adaptations. Teachers will be sanitising their equipment and hands in between lessons and will not be moving around the room during class. Social distancing guidelines will require teachers to teach from the front of class. Teachers will be unable to mark physical work, but we have put in place a protocol that allows students to submit work and receive feedback online. Students and parents will receive further information on this in the new academic year.

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Response to possible Covid-19 infections

We have established a very clear and efficient procedure for dealing with any possible infections. Our procedure will ensure that anyone displaying symptoms will be immediately escorted to a designated safe area of the academy by a member of staff wearing PPE. In the event of a child displaying symptoms, the academy will notify the parent who must collect their child within 30 minutes.

The academy has established clear lines of communication with the local authority and Public Health England, who will then engage their tracing teams and contact anyone involved with further guidance and support.

Conduct

We are very proud of our students and we are noted in the community for their excellent conduct.

In these strange times and with all the changes to the usual functioning of our academy, we ask that students continue to uphold the highest standards of behaviour. We will be talking students through our expectations and we ask that you echo the importance of this at home. The only addition to the academy's rules is we cannot accept any pretend coughing or any breaches of the safety measures put in place. Unfortunately, any continued defiance will be putting other members of our community at risk, so we will take such matters very seriously.

Contingency plans to prevent closure

In the event of any potential infections of individuals or groups, the academy has a detailed contingency plan to allow us to remain open and continue to provide a quality education for our students. In the event of any outbreaks it may be the case that individuals, classes or year groups will be asked to isolate. This will always be guided by advice from Public Health England and our ability to keep our students and staff safe.

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Returning to school checklist

It seems like there's so much change and returning after such a long break can be daunting, but there's really only a few things you need to do to make sure you're fully prepared for your first day:

- Date and times of your first few days
- Full uniform and PE kit
- School bag and equipment
- Water bottle
- Healthy snacks for break
- Top-up lunch account
- Check contact details are up to date