

# A Parents Guide to September Reopening

# Before your child returns to school, please:

- Read this guidance document together and discuss it.
- Check your child's uniform and remind them that our expectations on uniform and personal appearance remain unchanged.
- Ensure your child has the equipment required
- Note the changes to our Behaviour Policy and discuss these with your child (see later pages).
- Decide what your child is going to do for lunch each day.
- Let the school know if you think your child is feeling particularly anxious about returning to school, so staff are aware of this.

# Travelling to and from school

- All students are reminded to remain at a social distance of 1 metre from others, especially from students who are not in their year group. Excellent and safe conduct is expected on the way to and from school.
- Students are encouraged to walk or cycle to school where possible.
- Students who are cycling should ensure they wear a helmet and bring a bike lock.
- Students who are dropped off/collected by car should arrange to do this away from the gate they are entering by and well away from the bus bays outside school.
- Parents/carers who are walking with and/or collecting students should not gather at the gates please, as we have to ensure social distancing. Instead, please arrange a suitable place to meet near by.
- Students travelling by bus and/or train are reminded that face coverings are compulsory on public transport and on school buses.

# Can my child arrive early at school?

Due to the Covid-19 situation and the need to keep year group bubbles apart, students will not be able to arrive early at school. The dining area will also not be open to students before school. Students will instead need to arrive to be at their base area between 8.15-8.25am.

- Year 7 – Main Hall
- Year 8 – Courtyard
- Year 9 – Main playground
- Year 10 – Tennis Courts
- Year 11 – Lower playground
- Year 12 – Post 16 Common Room
- Year 13 – Post 16 study rooms

# How will my child access the school building?

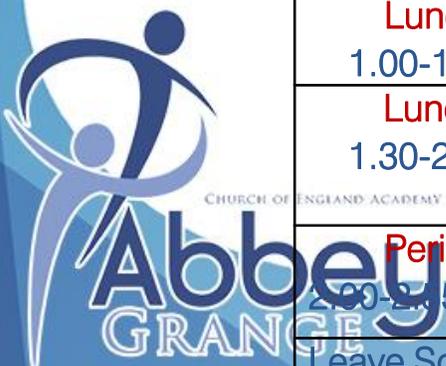
- Year 7, 8 and 10 will enter and leave via the pedestrian gate by the lower car park.
  - Year 7 will then enter through the courtyard gate and go to the main hall
  - Year 8 will then enter through the courtyard gate and go to the courtyard
  - Year 10 will then enter at the Hibret entrance and walk through to the tennis courts
- Years 9, 11, 12 and 13 will enter through the top main gate.
  - Year 9 will then congregate on the main playground.
  - Year 11 will then congregate on the lower playground
  - Year 12 will then congregate in the Common Room
  - Year 13 will then congregate in the Post 16 study rooms
- There will be signs around the building to help signpost students to the correct entrances.

# How will you support students to find their way around?

- Signs, barriers and cones will be placed around the site as appropriate.
- Staff will be in position to direct and supervise students. We appreciate that our new Year 7s in particular, and any other newly arrived students, will be unfamiliar with the layout of the site. The fact that they will be working within a small part of the School will actually make their transition to a new school more straight forward.

# What are the timings of the school day?

	7	8	9	10	11	12	13
<b>Period 1</b> 8.25- 9.30	Normal lesson						
<b>Period 2</b> 9.30-10.30	Normal lesson						
<b>Break 1</b> 10:30 – 11:00	Break - playground	Tutor time	Tutor time	Tutor time	Break - courtyard	Break - common room	Break - modular block
<b>Break 2</b> 11.00 – 11.30	Tutor time	Break - playground	Break - courtyard	Break tennis courts	Tutor time	Tutor time	Tutor time
<b>Period 3</b> 11.30-12.30pm	Normal lesson						
<b>Lunch A</b> 12.30-1.00pm	Lunch A 12.30- 1.00pm	Period 4 12.30- 1.30pm	Period 4a 12.30- 1.00pm	Period 4 12.30- 1.30pm	Lunch A 12.30- 1.00pm	Period 4a 12.30- 1.00pm	Lunch A 12.30- 1.00pm
<b>Lunch B</b> 1.00-1.30pm	Period 4 1.00-2.00pm		Lunch B 1.00-1.30pm		Period 4 1.00- 2.00pm	Lunch B 1.00-1.30pm	Period 4 1.00-2.00pm
<b>Lunch C</b> 1.30-2.00pm		Lunch C 1.30-2.00pm	Period 4b 1.30-2.00pm	Lunch C 1.30- 2.00pm		Period 4b 1.30-2.00pm	
<b>Period 5</b> 2.00-2.45/3.00pm	Normal lesson with staggered finish time						
	2.55pm	3pm	2.55pm	2.55pm	3pm	2.55pm	3pm
Leave School	2.55 pm	2.55 pm	3.00 pm	3.00 pm	3.00 pm	2.55pm	3.00 pm



# Will my child be expected to wear school uniform?

- Yes, all students in Year 7 to 11 are expected to wear school uniform. It is essential that your child/children should change out of their uniform as soon as they get home and that the clothes are stored in a bag away from other clothes and surfaces.

# What will the first week back look like?

Monday 7 <sup>th</sup> Sept	Tuesday 8 <sup>th</sup> Sept	Weds 9 <sup>th</sup> Sept	Thurs 10 <sup>th</sup> Sept	Friday 11 <sup>th</sup> Sept
Training day	Year 7 at 10.30am Year 12 at 11am	Years 7, 11 and 13 at 8.25am	Years 7,8,10, 11 and 13 at 8.25am	All year groups in at 8.25am

# How will lunch time work with so many students?

- We have introduced split lunchtimes to allow all students to have an adequate break, access hot and cold food, get some fresh air and use the toilet facilities without coming into contact with another year group bubble.
- The timetable for lunch times can be seen on the table on slide 7.

# How do students pay for their lunch?

- We will be operating a pre-order system for hot food starting on Wednesday 9<sup>th</sup> September. Hot food will be available as a grab bag which will include a piece of fruit or a home bake item, and a carton of juice. We would encourage ordering food at least 1 full week in advance where possible to guarantee food choices. We will be operating a reduced menu for the first few weeks as the new system is implemented. If you wish to order a hot meal, this must be ordered by midnight 2 days prior. All orders must be paid for in advance. If you are on Free School Meals, the balance to pay will come up as £0.00. If you notice any issues, please do not hesitate to contact school.
- Students will be able to purchase additional items such as drinks, fruit and home bake items and any other cold food products on the day. Students are able to purchase a sandwich as a grab bag on the day if they choose. Students should bring a water bottle which they will be able to refill during break and lunch time.
- Please note that we are currently unable to offer breakfast or any food at break time at the moment. Students are able to bring in a healthy snack for break, and a packed lunch if preferred.

# What hygiene measure are in place?

- Due to the size and layout of our school and the large number of students who attend, it is not practical for students to wash hands at regular intervals at the basins in the toilets.
- The main way that students will ensure effective personal hygiene is by sanitising their hands using their own hand sanitiser bottle, as well as sanitiser provided by the school. They will do this as they arrive at their base area at the start of the day, at the start and end of every lesson, at the start and end of every break and lunchtime and before they leave at the end of the day.
- Hand sanitiser stations will be placed in appropriate positions around the site, but it would help if students also had their own sanitiser bottles.
- Students who visit the toilet will be expected to wash their hands thoroughly for at least 20 seconds using soap and water, as well as to sanitise before entry and after exit.
- Students will be reminded to follow the 'Catch it, bin it, kill it' method to catch coughs or sneezes and to dispose of tissues safely.
- We have increased the amount of cleaning that will be taking place. Where one year group follows another into the dining hall or the toilets, cleaning will occur before the next year group arrives.
- We will follow national guidance regarding cleaning to an appropriate standard and with suitable materials such as detergents and bleach.
- Particular care will be taken in the cleaning of toilets, regularly touched surfaces and specialist rooms, which will be used by different year group bubbles in Years 9-11.
- The whole school has been thoroughly cleaned before the start of the autumn term.

# Does my child need to wear a face mask?

- The World Health Organisation now recommends the wearing of masks for secondary school aged children, in circumstances where social distancing is more difficult.
- We have decided that all staff and students at Abbey Grange should wear a face mask in communal spaces and corridors, as an addition to the other safety measures that are already part of our risk assessment. We feel that this measure will be helpful in protecting staff and colleagues, as well as providing additional reassurance as we all return to school.
- We will be following official guidance that students should not wear masks once they are in their classroom. Students will therefore need to arrive at school with a face mask, as well as a sealable plastic bag in which to keep the mask when they are not wearing it.
- Any students travelling by public transport or on school buses will need to be wearing a mask during their journey too.
- There may be a few students who are exempt from the wearing of a face mask for reasons of health or disability. If this is the case for your child, please contact school to make us aware.

# What will the classrooms look like?

- In line with the Government guidance, we will be seating students side by side and facing forwards. Social distancing between students is not possible in classrooms.
- We will follow the guidance which says:

‘Staff should try to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.... We know this is not always possible....but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone’.

# Will my child still be doing PE / Music / Drama?

- Yes. We are following government guidelines which say PE, Music and Drama can still take place as long as we adhere to the guidelines and to the Governing Body advice.
- Please remember that students should come to school wearing their PE kit on days when they have PE on their timetable. They should also bring their uniform in a bag, in case they need to change into it after getting wet or muddy. If they are injured or ill, they still need to wear their kit as we expect all students to take part in their lesson. They may not be able to physically take part in the actual sport, but they can still coach and referee / umpire.

# Has the Behaviour Policy changed?

- Whilst on the school site, students are expected to follow the instructions from staff at all times. If they have a problem, they must put their hand up.
- Students will be expected to safely move around corridors, facing the front and walking with purpose to limit the time spent on corridors, and always keeping to the left.
- Students should avoid any physical contact with other students.
- Any behaviour which threatens the safety measures that the School has put in place or which risks staff or student safety, will not be tolerated. If such incidents occur, they will be treated as serious behavioural incidents and this may result in exclusion from school.
- Examples of such misbehaviour includes:
  - Any incident of spitting on school grounds, including at others.
  - Deliberate touching of others (as an act of horseplay).
  - Deliberately coughing at another student or member of staff or pretending to do so as an act of horseplay.
  - Behaviour or language that is intended to cause alarm or distress to staff or students about the current situation.
  - Students not remaining with their class or year group bubble, truancy or walking off from a member of staff.
  - Students wearing a face covering inappropriately or wearing a face covering that is inappropriate in style and/or colour.

# Will parents/carers be able to go into reception?

- We have to limit the number of people visiting the school due to the Covid-19 situation. Parents/carers should contact the school regarding any queries or concerns they have. They should not arrive at the school unannounced. Most matters can be resolved by a phone call or email. Thank you for your understanding on this.

# Will school be running Breakfast Club and After School Clubs?

- Currently we are unable to offer breakfast club. In order to reduce the risk of large gatherings of students, we will not be opening the school gates until the first buses arrive. At this time, students should go straight to their designated entrance.
- Lunchtime/After School Clubs will be not be operating initially, but this will be under constant review.

# What should I do if my child has Covid-19 symptoms?

- Do not come to school
- Contact school to inform us
- Self-isolate the whole household
- Get a test
- Inform school immediately about test result. A test should be arranged as soon as possible. For more information visit: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Remember, the symptoms of Covid-19 are:
  - a new continuous cough. This means coughing a lot for more than an hour /three or more episodes of coughing in a day.
  - a high temperature. This means you feel hot to touch on your chest/back.
  - a loss/change of taste or smell. This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

# What happens if we have a case of Covid-19?

- We will remain calm and follow the specialist advice contained in the Government guidance document and follow local health protection scheme advice.
- We will engage with the NHS Test and Trace process.
- In addition, we will inform parents/carers as soon as possible and provide all relevant information about next steps.
- In the event that the School had to close, we would revert to on-line learning and send out further instructions about this to students and parents/carers.

# My child is anxious, what support can you offer?

We will support students who are finding it hard to be back at school by:

- Providing opportunities for students to talk about their feelings to their form tutor and with their peers in form time.
- Sensitively discussing the pandemic and school lockdown situation.
- Using suitable specialist educational resources in PSHCE lessons.
- Discussing with students strategies for enhancing mental wellbeing and resilience.
- Offering particular students the opportunity to speak to professionals with expertise such as a school counsellor.
- Other specialist support, depending on the needs of the individual student.

# Does my child have to go to school?

- Yes, as of September 2020 the Department for Education has reapplied the law. It is compulsory for your child to receive a full-time education.
- Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development. Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's students will have over the course of their entire life.

# Working together to keep everyone safe

- Thank you for taking the time to read this information document. Please keep checking the website for further updates.
- We appreciate that this is a challenging situation for students, parents/carers and staff.
- Working together, we are confident that we can ensure the School will operate safely and students can enjoy their learning and being back together at school with their friends and our staff.
- We cannot eliminate the risk of someone contracting the virus on site. We CAN do all we can to reasonably mitigate the risk. We will continually review our procedures and listen to your feedback on them.
- Thank you for your support. If you have any further questions, please email the School on [info@abbeygrangeacademy.co.uk](mailto:info@abbeygrangeacademy.co.uk)
- We are looking forward to welcoming students back to school.