



## Shrewsbury Academy

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Head of School: Julie Johnson BEd Hons

Dear Parent/Carer

This is a follow up to the letter sent out in July 2020. This will outline the proposals for a safe return to school for all staff and students in September 2020. The proposals and plans are all subject to following safety guidelines for COVID 19 and remain subject to change if the Government sets out new advice. We are pleased to be able to welcome back **all** students in September.

Plans have been developed to support all staff and students and to reduce the risk of transmission of COVID 19. The latest government guidance "Guidance for full opening: schools, 2nd July 2020" focuses on minimising the risk of transmission of coronavirus (COVID-19) in school. This is public health advice, endorsed by Public Health England (PHE).

In responding to this guidance, we have sought to put in place sensible and proportionate protective measures for students and staff. We have used the guidance to apply all measures possible in our setting to reduce the risk to the lowest reasonably practicable level, to prepare for the return of all year groups to school full-time from the beginning of the autumn term, for high quality education that enables them to thrive and progress. We will keep our measures under review and update as necessary. Our review will include visits from the Trust Health and Safety lead, to observe our measures in action and student/parent and staff voice as well as close scrutiny of any updated government guidance. We will ensure that controls are effective and work as planned.

### **Attendance Guide Essential measures include:**

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We will, as much as possible:

- Group children together in their year group
- Avoid contact between year groups
- Arrange classrooms with forward facing desks
- Maintain staff distance from pupils and other staff as much as possible

### **Prevention**

We ask that families inform the school immediately of the results of any COVID-19 test. We will engage fully with the NHS Test and Trace process to manage any confirmed cases of Covid-19 within the school community. A local outbreak will be contained by following local health protection team advice.

All students, staff and other adults who have COVID-19, or live with someone with COVID-19 must stay at home and follow the government regulations for quarantine.

All students, staff and other adults displaying COVID-19 symptoms must not come into school. Students displaying signs during the school day will be isolated and sent home, with all risk assessment measures followed.

All students will clean their hands with gel provided at the start of their morning tutor session, at the start and end of every lesson, and before joining the lunch queue and after eating.

Students may also bring their own hand gel into school.

Tissues will be provided in rooms and around the site, to allow for the “catch it, bin it, kill it” approach.

Bins will be provided in all rooms.

All surfaces will be sprayed with standard products at the end of every lesson; students will dry their desks and chairs as they enter the room.

Essential equipment should be brought into school by each student, as listed in the school planner. These should not be shared. Subject specialist equipment use will be minimised. Where it is needed, it will be thoroughly cleaned or left for 48 hours between use.

Doors will, as much as possible, be kept open.

Students should always wash their hands with soap after using the toilet.

Face coverings are not recommended by government at this time. Students wearing a covering to school should follow the system for correctly removing and disposing or storing these.

To reduce the number of contacts between students and staff, our year groups are taught in year groups and have designated separate social spaces.

Access to the canteen will be by year group by a staggered system under the control of staff, with cleaning between each sitting.

Assembly and whole school assembly will not take place in the autumn term, inside spaces will operate a one-way system and students will be supported to maintain a social distance when moving outside between lessons.

Staff in school will be maintaining distance from students and staying at the front of their classrooms where possible.

Our students should also maintain social distances where they can – doing this even some of the time will help.

Classes have been set up to ensure students are not sitting face to face.

Staggered starts will be in place (please see details below). This will be reviewed weekly and any changes will be communicated with parents and students via the school website, email and social media.

### **Future potential local lockdown**

If the school is directed to close or partially close due to Covid-19, affected classes will revert to online learning. Wherever possible teachers will be in lessons virtually and all students are expected to attend their sessions following their normal timetable, completing and handing in assessments to their deadline.

### **Entry to school**

All students will enter the school site through the front gate which will be staffed from 8.30am. Once students have entered through the school gates, they must then move immediately to their tutor line up area as directed by staff.

### **COVID Systems**

There will be a strict one-way system in school to reduce face to face contact of students. We ask for all students to ensure that they adhere to the system put into place to ensure the safety of all present. Students desks will be front facing and staff will be allocated an area of a classroom to teach from. Students will be reminded of the importance of hygiene and hand washing. Each classroom will have hand sanitiser and materials for desk cleaning. Students will be encouraged to hand sanitise at the start and end of each lesson. Face masks are not a requirement. Face coverings are not recommended by government at this time. Students wearing a covering on their way to school should follow the system for correctly removing and disposing or storing these on arrival onto school site.

All students will be provided with a planner on their first day of return. This must stay with the student and be brought into school each day. Students are required to bring equipment to school, to reduce the need for sharing of equipment.

### **Dates of return**

Year Group	Date of return	Start time for week 1 <b>only</b>
7	Wednesday 2 <sup>nd</sup> September 2020	08.45am each day
8	Friday 4 <sup>th</sup> September 2020	09.00am
9	Friday 4 <sup>th</sup> September 2020	09.20am
10	Thursday 3 <sup>rd</sup> September 2020	09.00am each day
11	Thursday 3 <sup>rd</sup> September 2020	09.20am each day

### **Timings of the day for week 1**

Time of the day	Session	Area
08.45am- 09.00am	See Year group start times above	Allocated social bubble areas
09.00am-10.00am	Lesson 1- Tutorial	Tutor rooms
10.00am-11.00am	Lesson 2- Tutorial	Tutor rooms
11.00am-11.25am	Break time	Social areas and canteen
11.25am-12.20am	Lesson 3	Timetabled classroom
12.20-1.15pm	Lesson 4	Timetabled classroom
1.15pm-1.50pm	Lunchtime	Social areas and canteen
1.50pm-2.10pm	DEAR	Tutor rooms
2.10pm-3.10pm (see exit times)	Lesson 5	Timetabled classroom

### **Exit and leaving times**

Year	Leaving time	Exit point
7	3.00pm	Side gate
8	3.05pm	Side gate
9	3.10pm	Front gate
10	3.05pm	Front gate
11	3.10pm	Front gate

All students will be escorted to the gate by their class teacher. Students being released via the side gate near the pedestrian crossing must ensure they use the path and not cut across the football pitch. All bikes must be pushed until students are off school site. Gathering outside school will be discouraged.

### **Social areas for break and lunch**

Year group	Allocated social bubble area
7	Rear yard – basketball area
8	Table Tennis area
9	Front yard
10	Front yard
11	Back of school Quad

### **Break and Lunchtime plans**

There is currently extensive building works in the canteen area to improve the facilities, which in turn will benefit our students. The canteen will still provide food during lunch and break times, however there will be a reduced menu. Students may bring their own packed lunch if preferred. Students are being asked to bring a water bottle to school.

**Year 11** also have access to a food hut that has been built within their allocated social area. The food available in the main canteen will also be available to Year 11 students if they wish to use.

Students will use hand sanitiser after using the school biometric system.

### **Allocation of breaktime slots in canteen**

Year group	Allocated time for canteen access
7	11.00am–11.10am
8	11.00am-11.10am
9	11.10am-11.20am
10	11.10am-11.20am
11	Food Hut availability- all of break time Canteen 11.20am-11.25am

### **Allocation of lunchtime slots in canteen**

<b>Year group</b>	<b>Allocated time for canteen access</b>
7	1.05pm-1.30pm
8	1.15pm-1.30pm
9	1.30pm-1.40pm
10	1.30pm-1.40pm
11	Food Hut availability- all of lunchtime Canteen 1.40pm-1.50pm

### **Uniform**

Full uniform is expected for all students, in line with the Shrewsbury Academy dress code. All students will be expected to bring PE kit on the days where PE is timetabled. Students must follow the guidelines for the wearing of make-up, jewellery and nails. Any student who fails to adhere to the dress code will be provided with suitable uniform to rectify this. We will not have the facility to isolate individuals for refusal to adhere to this dress code, so they will therefore be sent home to rectify the matter.

### **Reception**

Parents and carers need to ensure that any visits to reception are booked by phoning school reception. Any meetings attended will require track and trace details to be taken to ensure that COVID regulations are followed.

Bookings at reception can be arranged by calling 01743 276700.

The Leadership team are excited to welcome all students back to school and we are looking forward to the year ahead.



Miss Julie Johnson  
Head of School