

Returning to Queen Katharine Academy

A Guide for Students and Parents / Carers Year 10

June 2020

Minimising Risk

Our approach to welcoming back greater numbers of students has been informed by the latest Government guidance, where the safety of all takes a priority:

“We are asking all schools to adopt a range of approaches and actions which can be seen as a hierarchy of controls that, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced.

This includes:

- Minimising contact with individuals who are unwell, by ensuring that students or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands more often than usual – students and staff should be encouraged to regularly wash their hands thoroughly, for 20 seconds, with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- Cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- Minimising contact and mixing, as far as possible, by keeping students in small groups, known as bubbles, for face-to-face support and keeping those groups as consistent as possible whilst in school (e.g. for arrival, breaks and departure) and altering the school environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms).”



Aims:

The aim of this document is, therefore, to ensure that students, staff and parents / carers understand the ways in which we must change our behaviour to keep everyone safe from the risk of infection, to understand that unsafe behaviour will be corrected quickly and fairly and that different approaches may be appropriate when supporting individual students on their return to the academy.

The Academy Day

Year 10 students will return, in small numbers, to QKA on Monday 15th June. For the first week, Year 10s will attend for 3 hours, moving to 4 hours in W.C 22nd June 2020. Students will be invited into the academy on one day only to meet with designated staff. Students will be in groups with a maximum size of 10 students in each group. This is in accordance with Government guidance which states that a maximum of one quarter of a year group should be in school on any one day. Students will be placed in a ‘bubble’ and will remain in this ‘bubble’ throughout the day, for all their sessions, at QKA.

It will not be possible to mix these bubbles once set up and each bubble will arrive and finish at staggered times throughout the day to support social distancing. Start and finish times will depend on to which bubble your child has been allocated. These are indicated below (please note you will be advised in a follow up message to which bubble your child has been allocated by Friday 12th June 2020 via email/text message).

W.C 15.06.2020 only: 3 hours	Start Time	Break Time	Finish Time
Group Y10 1	9.00am	10.30am – 11.00am	12.00pm
Group Y10 2	9.15am	10.45am – 11.15am	12.15pm
Group Y10 3	9.30am	11.00am – 11.30am	12.30pm
Group Y10 4	9.45am	11.15am – 11.45am	12.45pm

W.C 22.06.2020 onwards: 4 hours	Start Time	Break Time	Finish Time
Group Y10 1	9.00am	10.30am – 11.00am	1.00pm
Group Y10 2	9.15am	10.45am – 11.15am	1.15pm
Group Y10 3	9.30am	11.00am – 11.30am	1.30pm
Group Y10 4	9.45am	11.15am – 11.45am	1.45pm

The aim of these weekly sessions is to provide students with important face-to-face contact with their Tutor/QKA staff who will provide an enhanced level of bespoke support. This will afford a vital opportunity to discuss strategies that support students' wellbeing and safety, while also giving them access to some core teaching.

Uniform – Official guidance is that all clothing should be washed following a day in education. We recognise the challenges that this may pose so we do not require students to wear their usual academy uniform.

Please note, however, that students should be dressed in clothing which is both comfortable and suitable to the school setting (smart-casual). This means that students must not wear ripped jeans, items which may cause offence, or which are overly revealing (e.g. cropped tops) no hats and students must ensure they wear sensible shoes e.g. trainers (no flip flop or sandals)

Staff will also be in similar, smart-casual clothing which can easily be washed at the end of each day.

Entering and Leaving the School Site

Where possible, we would like students to walk or cycle to QKA whilst maintaining social distancing measures; bikes can be stored in the bike shed at the front of the school only. If students are to be dropped off by car, then parents / carers must ensure that when doing so they park their cars at an appropriate distance from any other cars in the car park. Also, parents / carers must be aware that they cannot exit their car and once they have dropped off their child, must leave the QKA site immediately. Should parents / carers need to speak to a member of staff or get in contact with their child while they are in the Academy, then please call the main QKA number on 01733 383888.

Students must arrive at the main entrance only and line-up outside under the canopy as directed by staff; signs will be displayed to assist with this process as well as to ensure social distancing measures are observed. Please see image below:



Students will be escorted into the building by an allocated staff member, or other responsible adult, and then onto whichever classroom is allocated to that group. Students will be required to use hand sanitiser as they enter the building.

At the end of the school day, students will be escorted from the building by their allocated staff member or responsible adult and will be required to sanitise their hands before leaving the QKA building. Students must always maintain social distancing including during the journey home. Please note that at the end of the school day, there will be no facility for students to stay on site to wait for friends or transport. Students should also be aware that they must not gather in groups and maintain social distancing when walking to and from school.

Social Distancing



We will follow always the latest government guidance on social distancing and students will be clearly guided and instructed to ensure their safety. All instructions must be followed, at all times, without exception. There must be no physical contact between students such as handshaking or hugging. In areas of the academy where it has not been possible to clearly mark out social distancing guides, staff and students should maintain a 2m distance from others, whenever possible.

Students must follow the instructions from staff at all times; this is especially important with regards seating instructions and entering and leaving classrooms.

Behaviour that deliberately undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school
- Spitting
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation

If incidents occur, then the student will be immediately removed, parents will be contacted and the incident will be sanctioned accordingly. Appropriate staff will continue to support students so that they understand how to make more positive choices in the future.

Hygiene Measures



Staff and students should ensure that they wash their hands frequently for at least 20 seconds, using the hand sanitiser dispensers around the academy and after using the toilet. In addition, everyone must follow the mantra of 'catch it, bin it, kill it' when sneezing or coughing. In line with Government guidance, students and staff are not required to wear face coverings.

All areas of the school have been deep cleaned and will be thoroughly sanitised after use.

**This Room has been
Deep Cleaned
and Sanitised**

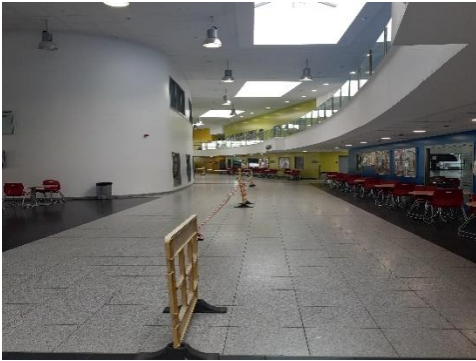
Travelling around the school

Students should follow the instructions of staff at all times, be mindful of all signage and maintain social distancing whenever possible. Year 10 students will also have to adhere to the **one-way system in place** when walking to and from their designated classroom.



Students will be located in specific areas of the academy which will remain consistent for the remainder of this academic year in order to minimise the risk of infection.

- The academy will continue to be open to students of key workers or those in need of our provision, these students will be based along the 1st Floor E/F area.
- Year 10 students will be based along the 1st Floor A/B area
- Year 12 students will be based in the 6th Form Study area



Entry into and exit from classrooms

Students' entry into, and exit from, classrooms will be carefully managed by the tutor or other member of staff in order to maintain social distancing. As such, students must follow their instructions without question.

Classrooms have been reconfigured to meet social distancing guidelines; staff will remain at the front of the classroom and students must remain in their seats unless otherwise instructed, such as when leaving the room.

The door and at least one window (where possible) will be kept open at all times in order to maximise airflow.

Classroom conduct

Our usual expectations regarding behaviour remain, such as those outlined by the QKA RESPECT Charter. Should a student be the cause of low-level disruption which adversely affects their learning or the learning of others, they will be reminded of those expectations before being removed from the classroom if the issue persists. At this point, appropriate staff will work with the student to ensure that they understand our expectations and how to meet them before a decision is made about their suitability to return to lessons.

If issues persist, further action will be taken which may include working in another area, where the student can better focus on their studies. In extreme circumstances, parents / carers will be contacted and the student sent home; their return to the academy will be reviewed in the context of the Minimising Risks guidance.

Equipment

We ask students not to bring any equipment with them as they will be provided with individual wallets containing a pen, pencil, ruler and rubber. Wallets will be stored away at the end of each day in a 'Bubble Box' and be taken out only when students return for their next allocated session at QKA.

We would also ask students to bring tissues to school so they can cover their mouth if they cough or sneeze. If students have hand sanitiser, they will be allowed to apply it at regular intervals however, please note hand washing facilities will be available in all classrooms and students will be encouraged to wash their hands at regular intervals throughout the day.

Food

Lunch will be provided for all students and staff accessing QKA and therefore students are not required to bring any food items from home. Students can bring a water bottle with them should they require a drink during the day.



Use of toilet facilities

Students should avoid using the toilet during lessons; this is a normal expectation at QKA. If unavoidable, students will be allowed to visit the toilet one at a time, whilst being escorted by a member of QKA Senior Leadership Team and must maintain social distancing. Students can only access the ground floor toilets in A/B area and will do so following a strict one in one out policy under the supervision of a member of QKA Senior Leadership Team. Before exiting the toilets, student must wash their hands for 20 seconds in line with official guidance.

Truancy

Any instances of truancy from a lesson (for example, if a student fails to return from the toilet and does not have an acceptable reason for this), then this will be treated as a serious safety issue. As such, action will be taken which may include parents being contacted and the student being sent home.

Mobile Phones

The rules on mobile phones remain unchanged; they should not be seen or heard on the school site or within the school building. If they are, they will be confiscated and returned to the student at the end of the session.

Recognition

Staff will continue to acknowledge when students go 'over and above' in terms of their effort, progress, academic achievement, class contribution, academy contribution and/or character. Since it is impractical to apply our usual recognition system, staff will instead send 'virtual praise postcards' to deserving students. We will further acknowledge those students who have gone 'over and above' for the duration of the lock-down period, at the end of the academic year.

Attendance

If your child is unable to attend school on their designated day you should inform the school by 9am at the latest. If we are expecting your child in and have not heard from you by 10am we will contact, you via phone or text message.

If your child is displaying COVID-19 symptoms you should not send them in, follow Public Health England guidelines, and inform the school immediately.



We would like to remind parents that they are not allowed into the Academy building and should you wish to contact staff can do so by calling the main number on 01733 383888 or emailing info@qka.education.

Fire Drill

In the case of the fire bell signaling an evacuation of the building, students must remain seated until otherwise instructed by the member of staff. Students must maintain social distancing whilst exiting the building via their nearest fire exit and will line up using social distancing by the Astro.

If symptoms develop

If students feel unwell during their time in school, then they should immediately alert the member of staff. The student will be given immediate and appropriate care, parents / carers will be contacted and the student sent home. If the symptoms are indicative of Coronavirus, then government guidance must be followed with the student and family isolating for 14 days as well as those students and staff in their immediate class 'bubble'; these students and staff will be sent home in a safe and orderly manner. Parents / carers should keep the Principal updated with the student's health condition on a daily basis.

Guidance from the DfE states:

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell.

For most people, coronavirus (COVID-19) will be a mild illness. Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.

If anyone has any of the symptoms above, they should self-isolate at home and book a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or calling 119.

Guidance on isolating at home can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

A Guide to Returning to QKA: Summary

1. You do not have to wear academy uniform but please do wear smart-casual clothing (like you would for a non-uniform day).
2. Attend only on the day you are told to.
3. Arrive at the main entrance only and line up as directed.
4. Act responsibly - follow all instructions from staff and those given on signs without question.
5. Deliberately unsafe behaviour will result in you being sent home.
6. You will work only in one classroom and use designated set of stairs.
7. Each day will be 4 hours long with a scheduled 30-minute break for lunch.
8. At the end of your session, you must go straight home.
9. Be safe and minimise risk.

