



Returning to Queen Katharine Academy

A Guide for Students and Parents / Carers *Sixth Form Edition*

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 12 / 13 students who are starting the 2nd year of their courses will be able to access computing facilities from 15th June in line with government guidelines. **This will be from 09:00 until 14:00 from Monday to Thursday in the Sixth Form study centre.** This will allow students to access on-line lessons and produce coursework that has been set, students will also be able to access some Sixth Form staff during this time for support with their studies.

In-line with government policy there will be a cap on the number of students able to access these facilities which will continue to be reviewed. Students will enter and leave via the Sixth Form entrance and be confined to this area (and the upstairs E block disabled toilets) and can stay for up to 2.5 hours each (more time will be allowed if capacity exists).

To access IT/Pastoral support via the 6th Form Study centre, Y12/13 students need to email Mr Lewis directly (damon.lewis@gka.education) to be allocated a slot. Y12/13 cannot arrive to the 6th Form Study centre without being given an allocated time slot and day to attend via email. Y12/13 can bring their own food / drinks in but consumption must be followed by strict cleaning procedures.

Dress Code – 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 sixth form dress code.

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 a student while they are in the Academy, then please call the main QKA number on 01733 383888.

Sixth Form Students must arrive at the Sixth Form side-entrance only and line-up outside as directed by staff.

Students will be escorted into the building by an allocated staff member, or other responsible adult, and then in to the study area. 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

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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. 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, the study area 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 and study areas 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 will be kept open at all times in order to maximise airflow.

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

Equipment should not be shared between students. 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

Sixth Form students are permitted to bring their own food in during the day but must be strictly consumed within the Sixth Form study area and followed by hygiene measures using the equipment provided. The usual Sixth Form food kiosk will not be available.



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 the upper E/F area and will do so following a strict one in one out policy under the supervision of a member of QKA Sixth Form team. Before exiting the toilets, students must wash their hands for 20 seconds in line with official guidance.

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 outside of the Sixth Form study area. If they are, they will be confiscated and returned to the student at the end of the session.

Attendance

If a student is unable to attend school on their booked slot they should inform the school by 9am at the latest - this will allow other students to access the facilities.

If a student 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

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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 Sixth Form side-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. At the end of your session, you must go straight home.

8. Be safe and minimise risk.

