



E-ACT

Welcoming our
pupils back to
academy

As you will already be aware, the government has given schools and academies across the country the green light to welcome back all of their pupils, full-time, from September.

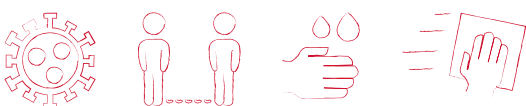
With the prevalence of COVID-19 in decline, NHS Test and Trace in operation and with the correct safety measures in place, we have been assured by the government that a full September return can happen.

However, we also understand that some parents and carers are anxious about what lies ahead, and that many of you will be concerned about the safety of your child as they prepare to return to a full academy.

This guide outlines the measures we are taking to ensure that all our pupils return to the safest possible academy environment in September.

We also plan to keep in close contact with you over the summer holidays so you have all the information you need about our plans for re-opening our academy in full.

In the meantime, I take this opportunity to thank you for everything you are doing to support our academy. As always if you have any questions or concerns, please get in touch with us in the usual way.



Why is it important for all our pupils to return to academy in September?

By having all our pupils back in academy, we can continue to support their education and wellbeing. The longer they are away, the more their ability to learn new things now and in the future will be hampered.

We can also help to support our pupils in their recovery from any trauma, anxiety or loss they may have unfortunately experienced over the lockdown period.

What are we doing to make our academy as safe as possible?

Risk assessments are an important way for us to identify and reduce the likelihood of harm by taking specific precautionary measures.

As part of planning for full return, we are working to a comprehensive risk assessment which will help us to decide whether we have done everything we can to make our academy as safe as possible.

Our risk assessment is based on the latest government safety guidance for schools and academies, and will be regularly reviewed based on feedback from pupils, parents and staff. We will be sharing our risk assessment with you before your child returns to academy.

The government's safety guidance

The system of controls are the government's mandatory safety measures which will help to create a safer environment for our pupils and staff. They are listed on the right and covered in greater detail over the next few pages.

Prevention

Minimise contact with individuals who have COVID-19 symptoms

Clean hands frequently

Catch it, bin it, kill it

Enhanced cleaning

Minimise contact between individuals

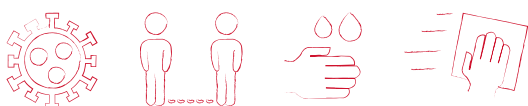
PPE where necessary

Response to any infection

NHS Test and Trace

Manage confirmed cases of COVID-19

Contain any outbreak



Prevention

1. Minimise contact with individuals who have COVID-19 symptoms by ensuring they do not attend the academy

This includes anyone who has tested positive for the virus in the last seven days, anyone who has someone in their household with symptoms or any individual who develops symptoms during the academy day.

2. Clean hands thoroughly more often than usual

According to government guidance, COVID-19 is an easy virus to kill when it is on skin by using soap and water or hand sanitiser.

We have been actively encouraging hand and respiratory hygiene since the beginning of the year by building the following actions into our everyday routines:

- The frequent washing of hands with soap and water for 20 seconds
- The cleaning of hands on arrival at the academy, before and after eating and after sneezing or coughing
- Encouraging pupils not to touch mouths, eyes and noses
- Encouraging the use of a tissue or elbow to cough or sneeze
- Using bins for tissue waste

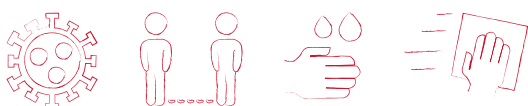
To support these actions, our academy will have:

- Additional wash stations at entrances, in each classroom and within communal areas
- Hand sanitiser pumps across the academy
- Bottles of disinfectant spray and disposable cloths in all classrooms
- Lidded bins across the academy which will be frequently emptied throughout the day
- Disposable tissues in every classroom topped up regularly

3. Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach

On arrival, pupils will be instructed to wash their hands, dispose of any temporary face coverings or place reusable face coverings in a plastic bag they can take home with them.

Throughout the day, all pupils will be reminded to follow the catch it, bin it, kill it message through repetition in conversation, posters, displays and signage. Disposable tissues in every classroom will be topped up regularly and lidded bins across the academy will be frequently emptied throughout the day.



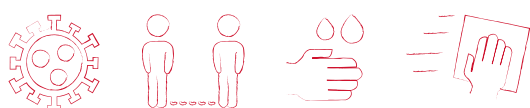
4. Frequent enhanced cleaning

Our cleaning teams will be working tirelessly to ensure our classrooms, communal areas and any other areas that are being used by pupils and staff are thoroughly cleaned.

This will include:

- Enhanced and more frequent cleaning of rooms and areas that are likely to be used by different groups during the day
 - Enhanced and more frequent cleaning of surfaces that pupils are likely to touch regularly including toys, books, desks, chairs, doors, sinks, corridor walls, toilets, light switches, bannisters
 - Toilets will be cleaned regularly
 - All classroom equipment will be thoroughly cleaned
 - Hand sanitiser stations and soap dispensers will be frequently topped up
 - Disposable tissues will be topped up regularly
 - Lidded bins will be double bagged and emptied frequently
 - Any outdoor equipment will be cleaned after it is used
 - Resources that are shared between groups such as sports, art and science equipment will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of time
- Unnecessary items such as soft and spare furnishings and any other items that are hard to clean will be removed from classrooms and other areas
 - Classrooms and communal spaces will be well ventilated throughout the day
 - Doors will be propped open to limit use of door handles and to help ventilation

In addition, the following precautionary measures will also be taken:



5. Minimise contact between individuals and maintain social distancing wherever possible

We know that by minimising contact and mixing between people, we can reduce the transmission of infection.

Keeping pupils in groups

We will keep pupils in specific groups and will limit contact between groups, making it quicker and easier in the event of a positive case to identify those who may need to self-isolate.

We will keep groups as small as possible in line with government guidance, and will also encourage pupils and staff within groups to keep their distance from one another.

Measures within the classroom

Within our classrooms we will have:

- Clear signage promoting social distancing
- Pupils sitting side by side and facing forwards
- Unnecessary furniture removed to make more space
- Good ventilation
- Staff maintaining a two metre distance from pupils where possible, staying mainly at the front of the class

Timetabling

When planning our timetable, we will prioritise keeping groups apart and minimise movement around the academy. This will include:

- Staggered start and finish times
- Staggered break and lunch times
- Where possible, pupils will stay in their classrooms and staff will move around
- Large gatherings and assemblies will not be held

Practical measures around the academy

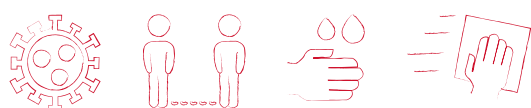
The importance of social distancing will be reinforced throughout the academy day by staff through posters, electronic boards and floor markings. One-way systems may also be in operation where necessary, and staff will be maintaining a two metre distance from one another.

Meeting the specific needs of our pupils

We know that some of our pupils will need additional support for the changes in routine, so our teachers and professional services staff will plan these pupils' specific needs in advance and will support them throughout the day.

6. Where necessary, wear appropriate personal protective equipment (PPE)

It remains the case that the government do not recommend the use of face coverings in schools and academies. PPE is only needed in a very small number of cases, namely if an individual becomes ill with COVID-19 symptoms whilst in academy or where a pupil has routine intimate care needs.



Response to any infection

7. Engage with the NHS Test and Trace process

NHS Test and Trace ensures that anyone who develops COVID-19 symptoms can be tested. The service also helps locate close recent contacts of anyone who tests positive for the virus.

The test and trace process is as follows:

- Book a test online or by telephone if anyone is displaying symptoms
- Staff and pupils must not come into academy if they have symptoms, and would be sent home to self-isolate if they develop symptoms whilst in academy
- Anyone who tests positive for the virus would be contacted by NHS Track and Trace for details of the people they have been in close contact with

8. Manage confirmed cases of COVID-19 amongst the academy community

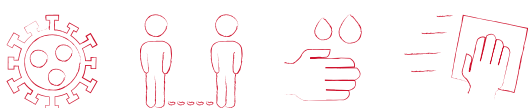
Should we be made aware that an individual who has attended the academy has tested positive, we would immediately notify our local health protection team.

The health protection team would carry out an assessment to confirm who has been in close contact with the person during the period they were infectious and will be asked to self-isolate.

The health protection team would continue to guide us through the actions we need to take.

9. Contain any outbreak by following local health protection team advice

If schools or academies have two or more confirmed cases within 14 days or we experience an overall rise in sickness absence where COVID-19 is suspected, it may be considered an outbreak. Should this be the case, our local health protection team would guide us on our next steps.



What will pupils be taught when they return to academy?

We plan to offer the best possible educational opportunities as before based on a broad and balanced curriculum. However, we're also aware that our teachers will need to address the gaps in our pupils' knowledge that may have appeared during this period of lockdown.

We're also busy preparing online teaching resources should pupils suffer absence as a result of illness when they return or in the event of a local lockdown.

Prioritising our pupils' wellbeing

We know that for our pupils to comfortably transition back into academy life, they need to feel safe, secure and have positive emotional wellbeing. Having experienced a period of uncertainty, it is vital that we closely support and guide our pupils when they return in September.

Our Relationships and Recovery Curriculum is designed to recognise our pupils' experiences as a result of the COVID-19 pandemic. It also aims to provide opportunities for our pupils to establish and learn new ways of living and learning.

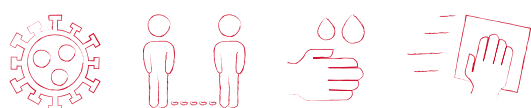
Every pupil will spend part of their day completing activities as part of the curriculum, which will support them to re-establish relationships and recover from any anxieties experienced.

Many of our staff are also qualified mental health first aiders who will be able to provide additional support to our pupils and staff whenever it is needed.

Physical activity

Physical activity can return and will be encouraged under the right conditions:

- Pupils will be kept in their groups
- On the days pupils have PE they may be asked to attend academy in their PE kit
- Sports equipment will be thoroughly cleaned between each use
- Contact sports will be avoided
- Outdoor sports will be prioritised



What if I still want to keep my child at home?

We completely understand that some families may be feeling uncomfortable about sending their child back into a full academy come September.

If this should be the case, please contact us and we will support you in whatever way we can.

However, the government have made clear that school attendance will be compulsory again from the beginning of the autumn term. This means that our usual rules on academy attendance will apply.

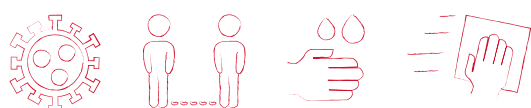
Please rest assured that we are working as hard as possible to ensure that all our pupils return to the safest possible academy environment in September.

How can parents help us?

We ask that you help us by:

- Not attending our academy if you or your child are displaying any symptoms of COVID-19
- Inform the academy and email absent@e-act.org.uk if your child is displaying COVID-19 symptoms and will not be attending academy
- Walking or cycling where possible and avoiding public transport at peak times
- If accompanying your child to and from academy, only one parent should attend
- We will be allocating drop off and collection times and points – please follow these closely
- Follow our one-way system when bringing pupils to the academy
- Follow the social distancing markings when dropping off or picking up your child
- Please do not gather at the entrance gates or doors

Please note that parents or carers will not be allowed to enter the academy without a pre-arranged appointment.



What would happen if someone develops symptoms whilst in academy?

Any pupil or member of staff who displays signs of being unwell will immediately be supported and taken to an area where they cannot come into contact with others. Arrangements will be made so they can get home safely.

PPE will be worn by staff caring for the pupil while they await collection.

What if my child is reliant on using public transport to get to and from academy?

We encourage parents, staff and pupils to walk or cycle to academy where possible. However, we completely understand that this will not be possible for everyone.

For those needing to use public transport, please remember that face coverings are required at all times, including for children over the age of 11.

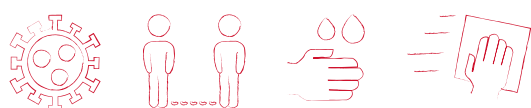
Must my child wear their uniform when they return in September?

In schools and academies where pupils wear uniform, the government has encouraged all schools and academies to return to their usual uniform policies in the autumn term.

Uniforms do not need to be cleaned more often than usual and can be cleaned in the usual way.

What training will staff be getting?

We want our staff to be completely comfortable and clear on our new procedures come September. It is why we will be giving our staff time for training and guidance before they see any pupils in September.



What you can expect from us next

We will be in contact with you over the summer holidays with the following information.

- An autumn term timetable for your child
- Breakfast and after-school provision details
- Some families may be contacted should a pupil require an individual assessment. For example, if a pupil has a specific underlying health issue
- We will be sharing our risk assessment with you before your child returns to academy.

In the meantime please contact us in the usual way with any feedback, questions or concerns. You can also email listen@e-act.org.uk at any time during the summer.

