

## STUDENT EXPECTATIONS & PROTOCOLS DURING COVID-19 FROM 25<sup>TH</sup> APRIL 2022

Whilst we are **still** in this pandemic **and rates of infection are still high** it is very important you follow these simple rules to continue to protect yourself, your family and all members of staff or visitors.

If during the day you develop any of these symptoms, please inform the member of staff immediately and they will tell you what to do and **go and wait in Reception until** you are collected. Then follow government guidance on self-isolating **(at the end of this document)**.

- We strongly advise all students who are eligible to be vaccinated **or have their booster when** available to do so.
- Please try to minimize the use of **public transport wherever possible** and walk or cycle to school where possible. If your parent drops you off or collects, they should not remain to talk to others. If you have to travel via public transport please read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- **You MUST arrive** through the correct gates for your year group.
- **Wash and/or sanitize your hands** on arrival and frequently throughout the day for 20 seconds.
- Wash **and/or sanitize your hands** after eating and going to the toilet and after removing and replacing your mask.
- You should **still stay socially distanced from staff** at all times wherever possible/practical.
- Social distancing should be followed wherever possible from friends and at the very least 1m is safer.
- You should avoid shaking hands, contact or hug friends. **Please avoid contact** to minimize the risk of spreading this virus. This is ALL of our responsibility to continue to reduce this virus and also the spread of other virus's.
- **Face coverings can still\* be worn** in this Academy as a social responsibility to protect other and to continue to reduce the spread (\*unless medically exempt) and **especially in communal enclosed areas where social distancing cannot be maintained**, this includes: in classrooms, on the corridors, in changing rooms, in the Dining areas (when not eating) and at lesson changeovers when moving around the Academy.
- **If you are experiencing any of the symptoms of a virus/flu/cold/Covid etc then we would strongly advise you to wear a face mask for the protection of others. Similarly, if you are living with or have been in close contact with someone who has tested positive for Covid-19 (or who has clear symptoms of the virus) then we would also strongly advise that a mask is worn.**
- **If masks are worn, they should be worn** correctly covering the nose, mouth and chin only. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. You should bring your own plastic bags to store your face mask. Do not touch the front of the face covering. Where a face covering becomes damp, it should not be worn and the face covering should be replaced. It is a good idea to carry a spare.  
If you use a reusable one, wash regularly in your normal detergent.
- **Face masks should be plain, simple patterned or disposable surgical masks.** It is advisable that you have more than one so that it can be regularly washed. There should be NO designs/logos/messages on the masks. Other types of face coverings such as buffs, scarves, snoods, balaclavas etc will NOT be allowed as these are not safety masks. The Leadership Team reserve the right to refuse masks or alternative face coverings that are inappropriate.
- Masks should be disposed of in the bins in classrooms and around the Academy.
- You **MUST stay in designated areas for breaks and lunch**. These are marked with red lines which must not be crossed at break or lunchtimes and sanctions will apply.
- During lunchtimes, once in your lunch zone, you **MUST NOT** cross back over the bridge towards the Tech/Science/PE blocks.
- During lunchtimes you must use the toilets associated with the dining area you have been allocated in your year: West Hall and West End Toilets. Canteen and KWB2 toilets (ground floor). Year 12 students will use their own toilets in the Sixth form area. Year 13 will use the KWB2 toilets.
- During lunchtime you must not be in a building where lessons are going on (unless in isolation or going to the Library/Reception) or if your lunch is in the canteen you will use the ground floor of KWB2 toilets and must not stay in the building. You must not return to any other building.

- Students will not be released from lessons during Period 4 to use the toilets – you will have to wait until break or lunch.
- If students need to go to the toilets and wash hands during the daytime this should be done before school, during break and the movement time between form and Period 1 only. Use of the toilet will not be an excuse for lateness to lessons. Students should not usually need to visit the toilet during lesson time in order to avoid unnecessary movement out of classes. However, in an emergency in lessons and the teacher gives you permission, you must use the ones in the same building (for Art/Science/Tech you would use the West End Toilets in these emergencies). You will not be allowed to go during period 4 as you will have your lunch during this time.
- **Lunches are staggered at different times.**
- You **MUST wear your ID badge at all times and it must be visible.** You must not change the lanyard. If it breaks or is lost you will need to purchase a replacement from the Reception with the correct one for your year. Students who remove lanyards off other students for any reason will be given consequences for breaching our safety protocols.
- You **MUST bring your own equipment** with you (blue/black pen, pencil, ruler, rubber and green pen). You **MUST** then bring this daily. You are responsible for bringing your own equipment/kit. Equipment cannot be shared. If you lose items you will need to purchase a replacement from a shop.
- You **MUST** carry your own equipment with you at all times, it should not be left in teaching rooms/PE during the day (except for a split lesson).
- Your equipment /keyboards and desks may need wiping at the end of lessons so your teachers may ask you to wipe this down before you leave. Please support staff. This is done for the health and safety of everyone on site.
- You **MUST** remain in the designated area on the yard at break time and use designated toilets. You should not mix with other years.
- Break snacks will be available for purchase only within your designated area.
- Please remain in your allocated seat in your classrooms. Your teacher will advise where you are to sit. Teachers may change the seating plan from time to time and you must follow their instructions. C1-4 will be used if you break this rule.
- Staff will support you in class but where possible they will remain socially distanced as much as possible from you so please put your hand up or ask they will help. Do not approach the teacher's desk, **unless asked to do so.**
- During lesson changeovers you must go directly to class and not stop and chat in groups and across years. If you are late to lessons you will receive a late detention after school.
- There must be no play fights or jumping on/grabbing/pushing etc of other students anywhere in school and if you do then your HOY will be informed and there will be a consequence.
- Ensure you **follow the one-way systems** in each building and remain in single file and behave in a responsible and polite manner at all times by allowing space for people to move and pass along corridors and on the yard. There are markings on the yard, bridges and stairs, you should stay to the left. No running, you must walk at all times in buildings.
- Staff will follow the Academy behavior policy for anyone who breaks the usual rules and these rules above regarding Health and Safety. They will refer this as well to your Head of Year and Leadership Team. We consider everyone's safety of very high importance and will issue serious consequences for those who deliberately place others at risk by their poor behaviour or defiance against rules.
- **If you breach these safety rules or other safety rules and put others at risk, we take this very seriously regardless of whether this is a breach of Covid rules or other safety rules within this document. Examples include:** play fighting, not wearing your identity badge, masks in designated areas, ignoring a seating plan, not following the one-way system, running in corridors, gathering in groups between lessons, in the wrong areas on the yard arriving at the wrong entrance or leaving by the wrong exit.
- Duty staff will inform your Head of Year who will isolate and investigate and then inform a member of the LT. The Leadership Team will consider this seriously and poor or reckless behaviour may result in a formal exclusion, to ensure the safety of others.
- **If you have a fight,** this not only places those involved at risk of physical harm but also in transmitting the virus and usually encourages a group to gather again putting others at harm. It also puts staff at risk physically and from the virus when they have to break up a fight. We take this very seriously and this will incur an exclusion not only those

involved in the fight but will also lead to serious consequences for all students involved in any gathering/crowding/encouraging.

- Avoid coughing towards someone, “catch it, bin it, kill it”. Any deliberate spitting or coughing in front of someone or around the site will incur a consequence as it places others at risk.
- All other Academy rules apply with regard to uniform, mobile phones, general behavior.
- **Full uniform is expected** including your ID badge. If you have lost this you will have to replace it at a cost to you/your parents.
- You **MUST NOT** place others or yourself at risk by breaking these safety rules.
- If you have any signs or symptoms you must inform a teacher/staff member who will follow the guidance. If you are sent home with suspected symptoms you will need to follow the guidance given.
- Medical appointments should be arranged outside of school time. If there is an emergency appointment, you must have a letter from home or you will need to get written permission from your HOY in the morning during form time.

### **Please note**

We want everyone to stay safe. Good behaviour and following these simple rules will ensure as far as possible we minimise the risk of spreading this virus and others as well as general health and safety measures. We will praise students for doing the right thing.

The updated Academy behaviour policy has details of rewards and sanctions and how we deal with accidental and purposeful/deliberate rule-breaking.

### **Latest Guidance**

[People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)

As we learn to live safely with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections. COVID-19 and other respiratory infections such as flu can spread easily and cause serious illness in some people.

Vaccinations are very effective at preventing serious illness from COVID-19, however even if you are vaccinated there is a chance you might catch COVID-19 or another respiratory infection and pass it on to other people.

### **Symptoms of COVID-19, flu and common respiratory infections include:**

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to school or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell. It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections.

### **If you've tested positive for COVID-19**

**You should:**

- If a child or young person aged 18 or under tests positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days. This starts from the day after they did the test.
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine
- follow advice on [how to avoid spreading COVID-19 to people you live with](#)

This starts from the day after you did the test.

Children and young people tend to be infectious to others for less time than adults. If they're well and do not have a temperature after 3 days, there's a much lower risk that they'll pass on COVID-19 to others.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your symptoms.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.