

STUDENT EXPECTATIONS & PROTOCOLS DURING COVID-19 FROM OCTOBER 2020

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

Do NOT come into school if you are unwell or showing any of the symptoms of COVID19. (See reverse)

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 where to go until you are collected. Then follow government guidance on self-isolating and contact 119 as well as booking a test. **You will be unable to return to school until you have undertaken a COVID19 test and this is negative and you have been symptom free for 48 hours. Evidence will be needed of your test result. You must inform the JLA Attendance team.**

- Please try where possible to **avoid 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 (see end of the guidance). If you come with siblings you must each come through the correct entrance. You will be sent to the correct entrance if you come to the wrong one and then may incur a late detention.
- You should **stay 2 m away from staff** at all times.
- Social distancing must be followed. You should stay 2m from friends wherever possible and at the very least 1m.
- You must not shake hands, contact or hug friends. **Please avoid any contact** to minimize the risk of spreading this virus. This is ALL of our responsibility.
- You will **leave at the end of the day from separate exits**, closest to the building you have for period 5 (a list of buildings entrances/exits is on the end of this guidance). You can meet with siblings after you have left the Academy but should go straight home and NOT mix with other years and groups.
- 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). Sixth form students will use their own toilets in the Sixth form area.
- During lunchtime you must not be in a building where lessons are going on (unless in isolation) or if your lunch is in the canteen you will use the ground floor of KWB2 toilets. You must not return to any other building.
- If students need to go to the toilets and wash hands during the daytime (other than at break or lunchtimes) this should be done during the movement time between lessons. You must use the toilets in the same building as your lesson and ensure that you are not late for your next period. Use of the toilet will not be an excuse for lateness to lessons. Students should therefore 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).
- **Lunches are staggered at different times** and you will be instructed which dining area your year will be using. You must use the designated dining area and the designated toilets and section of the yard allocated. See sheet issued on The Academy Day.
- You **MUST wear your new 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.
- You **MUST bring your own equipment** with you (blue/black pen, pencil, ruler, rubber and green pen). You will be given a green pen at the start of term and 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 cannot be left in teachers rooms/PE during the day (except for a split lesson).
- **Wash and/or sanitize your hands** on arrival and frequently throughout the day for 20 seconds.
- Wash hands after eating and going to the toilet.
- 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 **MUST** not mix with other years.
- Break snacks will be available for purchase only within your designated area (as shown on the map).
- Please remain in your allocated seat in your classrooms. Your teacher will advise where you are to sit. This is important for track and trace reasons as well as teachers usual planning. C1-4 will be used if you break this rule.
- Staff will support you in class but they need to remain 2 meters away from you so please put your hand up or ask they will help but have to remain at a distance. Do not approach the teacher's desk.
- 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 say 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 and put others at risk, we take this very seriously. This virus is a killer and you may spread the virus. Examples include:** play fighting, not wearing your identity badge, 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.
- Students **MUST wear PPE** (face masks) in **all communal areas**, such as: on the corridors, in changing rooms, in the Dining areas (when not eating) or in their break/lunch zones and at lesson changeovers when moving around the Academy and when you leave at the end of the day. They should be on when you arrive through the gates.
- Although not currently recommended in the government guidance (see below), students may wear face masks in the classroom where they feel safer to do so.
- When you wear a face masks these should have a 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 must 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 carefully.

If you use a reusable one, wash regularly in your normal detergent.

- PPE should be disposed of in the “catch it, bin it kill it” bins in classrooms and around the Academy.
- 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 from September** including a new ID badge which will be issued the first week back. If you lose this you will have to replace it at a cost to you.
- You should 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. **You MUST get tested and then send in your results before returning to school.**
- 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.
- You should not go to Reception during the day unless you are taken to the medical room for a non-COVID medical emergency.

Buildings arrivals. Please enter in single file and stay 2m away from others wherever possible and go directly into your form building or stay within your designated year area boundaries.

Year 7 arrive through Lord Street – Left hand side of path - Keith Whittlestone Building KWB1

Year 8 arrive through Lord Street – Right hand side of path – CBB.

Year 9 arrive through West Bromwich Road (next to PE) – Science/Food

Year 10 arrive through the New Keith Whittlestone Building Reception – Keith Whittlestone Building KWB2

Year 11 arrive through the side gate on the side path from the Walstead Road next to the staff car park. – Art and Technology rooms

Year 12 arrive through the old Academy Reception – Old Building rooms

Year 13 arrive through the old Academy Reception – Old Building rooms

Exits from buildings

You should leave in single file and not gather outside the gates.

Science and PE lessons exit through West Bromwich gates (by PE)

Art and Technology exit through the path from the Walstead Road next to the staff car park onto Walstead Road

CBB exit via Lord Street – left hand side of path

KWB1 exit via Lord Street – right hand side of path

KWB2 exit via Main Academy Reception onto Walstead Road.

Break zones, toilets and food outlet at break for each year group.

Year 7 – Zone around KWB1 as marked by lines. Food available in KWB foyer, follow the one way system. Use ground floor toilets in KWB2.

Year 8 – Zone outside CBB with section of yard as marked by red lines. Food is available in CBB downstairs by Drama, follow the one way system. Use ground floor toilets in CBB.

Year 9 – Zone by PE and Science building. Food available by PE. Use PE Toilets.

Year 10 – Zone outside KWB2. Food in KWB2 by Library, follow one way system. Toilets on ground floor KWB2.

Year 11 – Zone is on yard between West Hall and Music as marked by red Lines. Food available in West Hall dining area. Use West End Toilets.

Year 12/13 – Zone outside P16 block as marked by red lines between Y8 and Y10 zone or use P16 Common rooms. Food available in Canteen. Use Post 16 toilets.

Lunches:

Year 7	13.00-13.30	Canteen and Zone between canteen and KWB2 – Toilets ground floor KWB2
Year 8	12.30-13.00	Canteen and Zone between canteen and KWB2 – Toilets ground floor KWB2
Year 9	13.00-13.30	West Hall and Zone between West Hall and Music – West End Toilets
Year 10	12.30-13.00	West Hall and Zone between West Hall and Music – West End Toilets
Year 11	13.30-14.00	West Hall and Zone between West Hall and Music – West End Toilets
Year 12/13	13.30-14.00	Canteen and Zone between canteen and KWB2 – Toilets ground floor KWB2

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. 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.

We will follow the DfE Guidance below with anyone who shows any symptoms who have been in school:**What are the Symptoms:**

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you become ill in school or at home you **MUST** book a test. You will not be able to return to school until you have been tested. The attendance team will advise you on this.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If you test negative

If you get a negative test result, this means you are at low risk of having coronavirus.

Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.

If you test positive

If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your household – must continue to self-isolate.

Please detach page 5 and return to your tutor after you have read, understood and signed this document.

***Current DfE guidance on PPE 26th August 2020**

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

Examples of where education leaders might decide to recommend the wearing of face coverings - for pupils and staff - in communal areas of the education setting include:

- where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
- where on top of hygiene measures and the system of controls recommended in the full [opening guidance to schools](#) and [FE colleges and providers](#), permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college

It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

Consistent with WHO's new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as [areas of national government intervention](#). In these local intervention (lockdown) areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.

Student Protocol

Name of Student..... **Form**.....

I have read and understood this document and this has been explained to me. I understand that this is important for the safety of everyone in the Academy.

I agree to comply with all aspects of the Student Protocol document (Covid-19).

Student Signature:..... **Date**:.....