

IMPORTANT RULES/PROTOCOLS FOR STUDENTS DURING COVID-19

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

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 111 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.

DO NOT come to school if you are clinically extremely vulnerable, or living with someone who is in this group you should continue home learning. If you are clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice or discuss with us before you come to school. This is important for your safety and that of your family.

- Please try where possible to avoid public transport wherever possible and walk or cycle where possible. If your parent drops you off or collects, they should not remain to talk to others, only one parent should attend. If you have to travel via public transport please read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- You need to arrive at the stated time on your letter or in the phone call/email through the designated entrance. Please read the instructions carefully and see reverse of this letter.
- There will be markings and you must stay 2m away from the person in front of you as you wait to be registered.
- If you have any signs or symptoms you will be sent home and asked to follow the guidance on the reverse of this sheet.
- Please do not wait for friends as you need to stay 2 m apart and you may not be in on the same day or at the same time. When you arrive you will be signed in by staff at the designated location and go to the allocated room and to your allocated seat. These will be clearly numbered.
- Where needed you will be provided with pens/equipment and these will be placed in plastic wallets – write your name on your wallet and collected in at the end of the session and returned to you on your next visit to the Academy.
- You need to stay 2 meters apart from other students and all staff at all times.
- Wash and/or sanitize your hands on arrival and frequently.
- When you have permission to go to the toilet or to wash your hands you will be escorted as we MUST know where you go so the area can be cleaned.
- Bring your own lunch and any drinks that you want with you and take your litter home.*
- Lunch/snacks will be eaten in your allocated room** and then you will have some supervised time outside, weather permitting. You MUST remain in the designated area and allocated seat. You MUST NOT change seats.
- You will be supervised throughout and can only go where told. You MUST not leave any classroom or area unsupervised.
- You will remain in the same room for all lessons – some of this will be done via SharePoint/computer. Teachers/support staff will rotate and come to you.
- Staff will help 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.
- Any work you have printed at home should be brought in but YOU must put it in the provided plastic wallets with your name on. There will be a separate wallet for each subject.

- There is no need to bring PE kit at the present time.***
- When you leave at the agreed time, you must go straight home and not meet up with your friends. Staff will sign you out at the time you leave the building.
- All other Academy rules apply with regard to uniform, mobile phones, general behavior.
- There will be a one-way system in operation in all buildings – you must follow this.
- We expect that you will have realized the significance of this dreadful pandemic and that you will not place others or yourself at risk by breaking these basic safety rules.
- If you become ill during the day you will be isolated whilst we will contact your parents/carers and you will return home (based on parental consent document). Further guidance will be given to you.

* This may change when we can re-open the canteen but at present there are no food and drinks available.

**You will continue to receive FSM vouchers where you are entitled to these until the canteen re-opens.

*** You will be informed as and when we can do some practical lessons again, this is unlikely to be before September.

Entrances:

Vulnerable and Critical Worker students will line up at the Main Reception and be based in the old Library on allocated computer.

Year 10 students will enter via Lord Street Entrance and make way to KWB main entrance down the path where there will be 2 m lines and Register at the entrance and then go to your allocated room.

Year 12 students will enter via the New Reception Gate to the New Building and register at the new Reception and make you way up the stairs to the allocated room.

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

Most people with coronavirus have at least one of these symptoms.

Urgent advice: Use the 111 online coronavirus service if you have any of the symptoms.

If you become unwell during the Academy day with coronavirus symptoms, you should:

- Inform JLA Absence and a member of the Leadership Team before leaving site.
- Avoid touching anything.

- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Use a designated COVID19 bathroom (see individual building protocol if needed before you leave)

You must self-isolate for 7 days. If you are the first in your family to have symptoms, you must self-isolate for 7 days. Everyone else in your household must self-isolate for 14 days.

Anyone with symptoms of coronavirus should ask for a test on-line or phone to arrange a test by calling 119 if the test comes back negative everyone in the household can go back to normal, if you are found to be positive, the NHS test and trace team or local public health teams will get in touch – via text, email or phone call to discuss who you have come into contact with or places you have visited. Any of those contacts deemed at risk of catching the virus will be emailed or texted with instructions to go into isolation for 14 days whether they are sick or not. They will be tested only if they develop the symptoms. The rest of their household does not have to isolate unless someone becomes ill.

What if you /or other students or staff develop symptoms? This is the DfE advice:

When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. They will not be allowed to return to the Academy if they have not been tested. We will contact you and require the proof of the test before you can return.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days (see track and trace above). The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole Academy will not generally be necessary but we will follow the advice given and local lockdown advice as necessary.