



SAMUEL WHITBREAD ACADEMY

OPPORTUNITY • ACHIEVEMENT • EXCELLENCE

— PARENT & PUPIL —

GUIDE TO THE WIDER REOPENING OF THE ACADEMY

INTRODUCTION

We would like to update you on our plans for providing face-to-face support to Year 10 and 12 students. In our last letter, which was sent before half term, we were still awaiting guidance from the government. That guidance has now been released and much of the advice was as we expected. However, the guidance included an announcement regarding the number of students allowed on school sites at any one time, restricting this to 25% of each year group. We have therefore had to revise our plans accordingly.

ACADEMIC REVIEW WEEK

The plan for the online Academic Review Week remains unchanged. Every student in Year 10 and 12 has the opportunity to attend an online 15-minute meeting with each of their subject teachers. The booking schedule launched on Wednesday 3rd June at 12pm and closes at 7pm on Sunday 7th June. The meetings are primarily for the benefit of the students; however, you are more than welcome to attend the meeting. The meetings will focus on how the students have found the work set during lockdown, as well as plans and expectations between now and September. The Academic Review will last for two weeks to ensure every student has the opportunity to talk to all of their subject teachers. Where a course is delivered by two teachers, the booking system will unfortunately only allow us to assign one teacher, so we have a lead teacher in place for each course. If your child would like feedback from a specific teacher, who is not on the system, then please email them directly. If your internet is unreliable at times then please let Mrs Taylor know on ctaylor@bestacademies.org.uk and we will conduct your meetings by telephone.

PLAN FOR YEAR 12

The plan for Year 12 still includes a series of subject specific lessons to be delivered in school from Monday 22nd June. Students will be invited in from 9am to 12pm and will be placed in a 'bubble' of up to 15; they will remain in this bubble for the entire morning. Students will be invited to attend a lesson on a particular day according to the A Levels or BTECs they are studying. The new government restrictions of no more than 25% of a year group being allowed on site per day has unfortunately seriously curtailed our plans and greatly reduced what we can offer students in Year 12. We will be sending out more details of the provision next week.

PLAN FOR YEAR 10

The original plan for Year 10 was to deliver two live online lessons per day. This is still the plan, however, from Monday 22nd June, we will now be inviting 25% of Year 10 in for one day a week, each week until the end of term (4 days in total). Students will be placed in a tutor group bubble of up to 15 students for the day and will have the same teachers supervising them for the whole day. Your child will be invited in to the Academy on the same day each week, for four weeks. They will participate in two online lessons and have an additional 2 hours to complete work set via Show My Homework as well as mental health and well-being guidance. There will also be an opportunity for students to access pastoral support on the day they are in school. The government guidance recommends staggering the arrival and finish times of different year groups, so Year 10 will be arriving from 9.40am and leaving between 2:45-3pm.

KEY WORKER & VULNERABLE CHILDREN

We will continue with the on-site provision for key worker and vulnerable children. This will run, as it has this week, in the design & technology block. Any Year 10 students currently accessing this provision **will not** be re-joining their tutor groups. Instead they will remain socialising and working within the bubble of students established since the lockdown. Students using this provision will have access to the timetabled online lessons each day.

ABOUT THIS GUIDE

This guide includes all the relevant information for parents and students as we prepare for a wider reopening of the academy and a greater number of students returning to school.

Please email SWA-info@bestacademies.org.uk if you have any specific questions or concerns. Keeping students and staff safe, as always, is our primary aim and this guide is designed to cover everything you need to know, before returning to the academy and moving around the school site safely.

Our wider reopening plan follows the principles set out by the Department for Education (DfE), Central Bedfordshire Council (CBC) and Bedfordshire Schools Trust (BEST). The school's risk assessment and planning documents have been approved by the BEST Chief Operating Officer (COO) and Trustees.

This guidance has been written based on the information presented by the Department for Education (DfE)

- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

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I. PREPARING FOR SCHOOL AND CHANGES TO THE ACADEMY

With plans being made to reopen schools for more students, as a parent or carer you may feel concerned about your child returning to school, especially if they find change difficult. Here are some things that you can do to help prepare your child and to gain a sense of control over the uncertainties.

- Think about your child's individual needs: each young person has their own personality, strengths and requirements so will need different preparation and support.
- Find out about your child's worries: are they worried about catching the virus or family members becoming sick? Once you know their concerns you can provide them with information and reassurance to help them feel safe at school.
- Share with their tutor and year team your family's lockdown experience, as this will affect how your child will feel about returning to school. For some families, just getting through each day has been the priority, while others will have lost someone close to them. This information will help academy staff to provide the support your child needs when on site.
- Think about what will still be the same when your child returns to school, such as the building, some of their teachers and the lesson format of online learning. Focusing on this first will be reassuring and help reduce their anxiety.
- Talk to your child about what will be different: the number of desks in classrooms, smaller class groups and other aspects shared in this document. Understanding what will be different will support them in accepting the vital changes we have needed to make.
- Consider how changes to school routines and activities will affect your child: for example, there are new rules about entering and moving around the school site and timings of the day. Help your child to understand those changes to their school day and why they are happening.

SCHOOL UNIFORM AND PERSONAL HYGIENE

- Following government guidance all adults and children in the building should change their clothes daily.
- Your Year 10 child **does not** need to wear their full school uniform whilst on site. Instead, they should wear their SWA PE kit or black trousers/skirt with their PE polo shirt or white shirt/blouse.
- Students **do not** need to wear a tie or blazer.
- Sixth formers should wear comfortable clothing.
- Clothes must be washed, with a normal household wash, before they can be worn again in school.
- Students can wear trainers if they wish. Open toe shoes are **not** permitted.
- Shoes / trainers should be wiped down with antibacterial wipes when children return home from school or before they leave for school.
- NHS Guidance recommends bathing/shower immediately upon returning home from school and a change of clothes.
- A thorough personal hygiene routine must also be applied by students in the morning before they come to school.

THE SCHOOL WILL NOT OPERATE, LOOK OR FEEL LIKE YOUR CHILD REMEMBERS.

- All classrooms and work spaces will comply with 2m social distancing requirements, as set out by the Department for Education (DfE).
- Most classrooms can safely accommodate 10-15 students and 1-2 teachers or support staff.
- Students should expect to be in reduced sized classes and **not** necessarily with their friends.
- On entry to the site and after lunch they will be asked to sanitise their hands.
- A one-way system has been introduced to ensure students can move around the school site safely.
- Posters are present in all areas of the school to remind students to apply the 2m social distancing rules. These will apply to all students whether in their tutor group bubbles or in the key worker / vulnerable provision.
- Staff will supervise movement around school and remind students to adhere to the 2m rule. This is intended to keep students safe. They may find it frustrating at first, but please help them realise we have their best interests at heart.
- Students will be assigned to a classroom and will remain there all day. Any computer/laptop will be cleaned by the student with alcohol-based wipes prior to use, as recommended by the DfE, so they can be confident that their machine is clean and ready to use safely.
- Group work, paired work or movement across the room will **not** be permitted.
- If you have borrowed a ChromeBook from the Academy you will need to bring this with you for the day.

- Furniture has been removed from rooms, as seen below, to support social distancing measures. It is important that furniture is not moved and rooms remain in their current set up.



Sanitising stations will be present at every main entrance point and there are numerous sanitiser dispensers in every classroom.

2. GETTING TO SCHOOL

As per government advice, we advise as many students as possible to walk, cycle or be dropped off at school. Should students choose to walk with friends, they must observe social distancing at all times – please can you reinforce this message at home.

When dropping your child off at the school, please do not exit your car or enter our reception area unless you have an emergency or you have a pre-arranged appointment.

As schools start to re-open more widely, we are working very closely with Central Bedfordshire Council (CBC) and our transport providers to create methods for pupils to attend Samuel Whitbread Academy at this time. CBC will be supporting all pupils who usually use their in-catchment school transport services. This does not include out of catchment services, where pupils have to pay for their transport into school, as we have been informed that these buses will unfortunately not be running.

At present, no bus service will run for Year 12 students.

Central Bedfordshire Council will still be providing socially-distanced transport, with limited capacity, in the usual way for pupils who cannot make their own way to school. However, this will operate with a drastically reduced number of seats, due to social distancing rules. If your child is planning to travel to school by bus and you notified us via our online survey, then we will have booked you a place with the Local Authority transport department. If you have not done so, then please contact the Local Authority immediately on school.transport@centralbedfordshire.gov.uk to see if there are any places remaining.

If your child is eligible for home to school transport assistance and normally travels on a school bus, coach or by taxi, but you are planning to drive them to and from school instead, CBC will refund you for the mileage you drive. Please follow this link if you wish to find out more details about this:

https://www.centralbedfordshire.gov.uk/info/3/schools_and_education/530/apply_for_school_transport/14

Bus timings and routes will be shared with you when we have all the details from Central Bedfordshire Council.

If you need any further details about School Transport for this academic year, please contact Mr Candlin: rcandlin@bestacademies.org.uk

3. ARRIVING AND LEAVING THE ACADEMY

The Academy has set up four entrances to the school site. We ask that students use the nearest entry point to them and do not arrive on site prior to **9:40am** if in Year 10 or prior to **8:40** if in Year 12. We will accommodate the arrival times of school buses, once they are confirmed by the Local Authority.

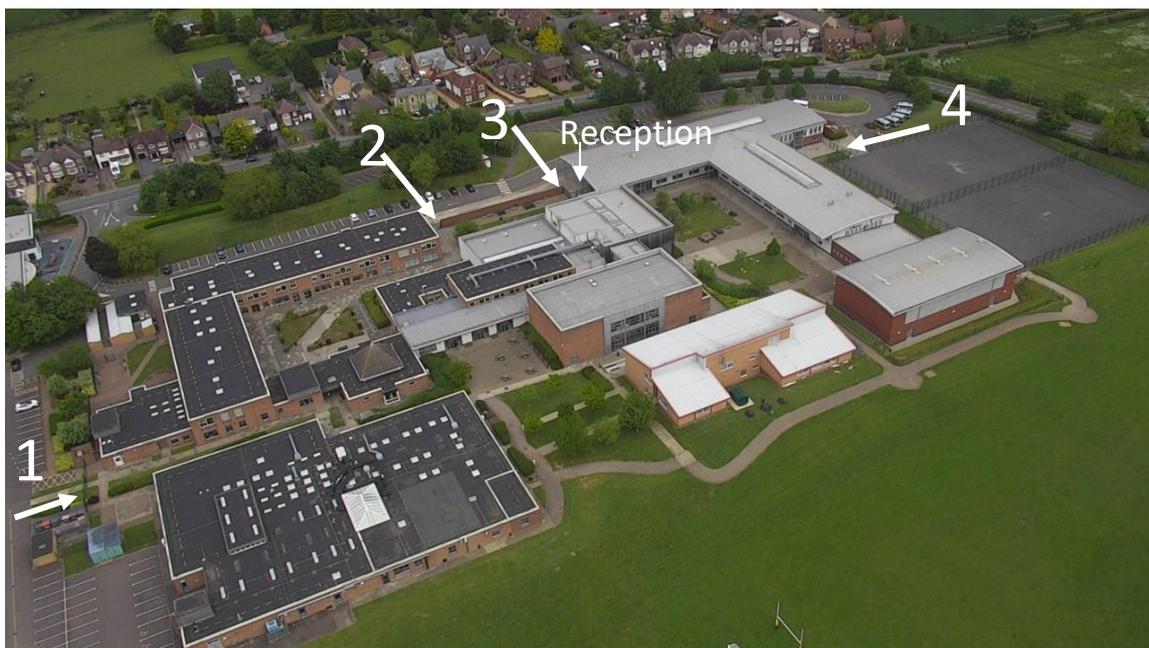
As students arrive they will be greeted by a member of staff and asked to sanitise their hands at the cleaning stations set up at their chosen entry point. Personal protective equipment on site will not be mandatory, but your child can wear a plain coloured face covering or gloves if they wish - whilst walking around the school site. Students will not be permitted to wear face coverings with pictures or patterns on them.

No student should enter the school through the reception area.

On arrival, students will then enter the school site but remain outside of the buildings. As per Government guidance released on Monday 1st June, they will be permitted to socialise in groups of no more than six students outside of the school buildings. At 8:50am or 9:50am (depending on their year group) students should make their way to their base room, where they will remain for all their lessons that day.

As they enter their base room, they will be asked to sanitise their hands once more.

At the end of the school day all classes will exit our buildings in a staggered fashion. Complying with the one-way system and social distancing measures. They should go directly to their buses or start to walk or cycle home. No student is permitted to remain on site for social purposes. This staggered exit, and return to classrooms, will also operate for Year 10 students at the end of lunch.



This map details where the entry points to the school will be from Monday 22nd June.

4. THE SCHOOL DAY

YEAR 10	
9.50 am	Registration in assigned room
10.00 am	Lesson One
11.00 am	Lesson Two
Staggered Lunch from 12pm onwards - as directed by the teacher (40 minutes per student)	
1.00 pm	Lesson Three
2.00 pm	Lesson Four
Staggered End of Day from 2:45pm onwards - as directed by the teacher	

YEAR 12	
8.50 am	Registration in assigned room
9.00 am	Lesson One
10.00 am	Lesson Two
11.00 am	Lesson Three
Staggered End of Day from 11:55am	

CLASSROOMS AND GROUPINGS

- Students will be assigned to a 'bubble' for the day, of no more than 15 students, and they will remain in the same group and classroom for the duration of their time on site - with the exception of lunch time for Year 10.
- Year 10 students will be assigned to a classroom according to their tutor group and will not be allowed to move groups. All classrooms will have IT facilities.
- Year 12 students will be assigned to a classroom according to the course they are studying that day and will have a subject specialist delivering the content.

EQUIPMENT

Students must only bring their essential items for the day, that includes and is limited to:

- Their own packed lunch in a suitable, airtight container (where possible)
- Their own water bottle
- Their own pencil case with appropriate equipment
- Their own laptop/chromebook device (where possible)
- Their own headphones (essential) these need to be 3.5mm mini jack headphones.
- Hand sanitisers will be supplied in every classroom – but students can also bring their own

TOILET BREAKS AND REFILLING WATER BOTTLES

The supervising teacher will allow students to take appropriate toilet breaks and to refill their water bottles using our school fountains throughout the day.

During lessons students will only use the science department toilets. During lunch they will use the toilets in our 'Street' corridor.

Students will leave classrooms on their own and will not be permitted to leave in pairs.

Where possible, water bottles should aim to be large enough to last all day.

FIRST AID AND MEDICAL

The Academy will have qualified first aiders on site every day to support with any medical needs, such as the administration of medication or support if your child becomes unwell. Medical staff will be using personal protective equipment, including a face mask and gloves.

If your child's medical details have changed during the school closure, please contact Mrs Parr (kparr@bestacademies.org.uk) so our records can be updated.

If you have medication stored with Mrs Parr, we will be auditing these and contacting you if they have reached their expiry date.

To reduce the amount of movement around the school site we will not be providing paracetamol or ibuprofen. Where possible, we ask that students carry some plasters in their bag for minor cuts.

SYMPTOMS AND SELF ISOLATION

The Government's advice regarding symptoms remains unchanged. If your child displays any of the following symptoms they should isolate for 7 days and the household should isolate for 14 days.

- A high temperature – this means you feel hot to touch on your chest or back
- A new and continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.

Pupils and their families are eligible for COVID-19 testing. This can be accessed via the 111 website. For family members under the age of 5, please contact the 111 helpline.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

Please contact the Academy immediately if a member of your household tests positive.

LESSONS

Government guidance stipulates that a maximum of 25% of a year group may be in school at any one time.

YEAR 12

- Students will be invited to attend school on a particular day, according to the A Levels or BTEC courses they are studying.
- They will study one subject for the full three hours and remain with the same teacher all morning.
- All lessons will be delivered through Google Meet/Hangout and the students who are at home will study the same content as the students who are in school.
- The lessons will also be recorded so students can access them at a later date.

YEAR 10

- Students will be invited to attend school on a particular day according to their tutor group, with four tutor groups invited in each day.
- Their tutor will deliver a session at the start of every day linked to social, emotional, health and mental wellbeing.
- Students will then participate in a live lesson delivered through Google Meet / Hangout.
- All lessons will take place in IT rooms and students must bring in their own headphones.
- Students who continue to work from home will access the same lessons remotely.
- After lunch, students will participate in the second live lesson.
- In their final session, students will access Show My Homework and their Google Classrooms to complete other subject work that has been set.
- All work will be planned and differentiated by subject specialists.
- Feedback on any work submitted by students will be given online via their online class teacher.

Every child will have access to two daily live lessons whether in school or at home.

The table below details the live Year 10 online lessons.

Online Lessons	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11am – 12pm	English	Maths	Science	English	Maths
1pm – 2pm	Science	Option 1	Option 2	Option 3	Option 4

LUNCH

- Year 10 students will be dismissed for lunch between 12 and 12:15pm, in 5 minute staggered intervals.
- Each student will be given 40 minutes for lunch.
- Year 10 students will eat lunch outdoors on our field or in one of our designated large indoor spaces if it is raining. Social distancing will apply inside and outside the school building and students will only be permitted to socialise in groups of up to six.
- For those students entitled to a free school meal or any student wishing to purchase a packed lunch from the canteen, a menu has been designed by the canteen including a choice of sandwiches, baguettes, snacks and drinks. The student will be able to order their lunch each morning during registration and these will be delivered to the classroom prior to lunch time commencing.
- We will stagger the return to the classroom for their afternoon lessons.
- On re-entering the classroom, students will need to sanitise their hands once more.

5. BEHAVIOUR AND EXPECTATIONS

We expect all students to abide by our behaviour policy, including the new COVID-19 agreement, and we will not accept any behaviour that threatens the safety of our students or staff. The behaviour policy has recently been updated and will be available on our website shortly. We will be contacting home if a breach occurs and making alternative arrangements for your child.

COVID-19 AGREEMENT

SCHOOL

Staff will...

Provide an environment which has been risk assessed in response to the COVID-19 infection;

Adhere to the social distancing rules as set out by the government as much as we reasonably can;

Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;

Contact parents/carers if your child displays symptoms of COVID-19;

Inform you if staff or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;

Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlines in this agreement;

Communicate between home and school through notices, newsletters, text, email and the school website.

HOME

As a Parent, I understand that ...

If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;

If requested by the SLT, I will collect my child from school immediately if they display symptoms of Covid-19;

When dropping off and picking up, I will strictly stick to the school timings for my child and exclusion zones;

My child must not bring any items into school with them that are not listed in our reopening guide;

My child will have their temperature taken on arrival and during the day if they feel or present as being unwell;

I will not be allowed into the school unless by a pre-arranged appointment;

I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis;

Read all letters/messages/emails that are sent home;

I need to inform the school immediately of any changes to parents/carer and emergency contacts details;

The Principal can exclude my child for repeated breaches of safety, following the behaviour policy guidelines.

STUDENT

I will do my best to...

Adhere to the social distancing rules in class and in social time;

Tell an adult if I feel unwell;

Not bring items into school from home unless they are listed in the SWA reopening guide;

Only use the equipment provided to me by school and no other;

Only enter and exit the school building from the designated gate;

Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);

Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;

Behave well at all times to maintain the safety of myself and others;

Follow instructions of staff used to ensure the safety for all;

Follow these expectations as outlined in the behaviour policy and know that if I don't, the consequences will be very serious.

6. FREQUENTLY ASKED QUESTIONS (FAQS)

DOES MY CHILD HAVE TO ATTEND THE ACADEMY?

You are not obliged to send your child into the Academy at this present time and there is no sanction if you choose to keep them off school and at home. As and when the government announces changes we will inform you.

If you returned our survey stating you will be sending your child in to the Academy, then we will be expecting you to report any absence via our usual routes. If the Academy was expecting your child on site then we will be contacting you if they haven't arrived.

WHAT HAPPENS IF MY CHILD BECOMES UNWELL?

We will operate our First Aid Facility as normal and students will be able to use the medical room if they have a routine complaint, medical need or injury. If a student becomes unwell and we suspect this is related to Covid, the following procedure will apply:

- A member of the medical team will be called and they will attend to your child
- Please be aware, they will be wearing PPE: face shield, protective gown and gloves
- The Medical Team member will take your child to our designated isolation room opposite the medical room
- Their temperature will be taken and a short triage will occur
- We will then follow the procedures set out by the NHS for reporting and next stage assessment
- You will be required to collect your child immediately – please ensure your employer is aware that you will need to collect your child if requested. If you are unable, you must ensure we have an emergency contact identified, who is not in an extremely clinically vulnerable category.
- Your child will remain in the isolation room until collected

If at any time you or your child displays symptoms associated to Covid-19 in the family home, you must inform us immediately. Testing and guidance on next stages is available on the NHS website.

WHAT HAPPENS IF THE ACADEMY HAS A CONFIRMED CASE OF COVID-19?

The Academy will follow government guidance if we are advised of a confirmed COVID-19 case. All announcements about a school site closure will be made via our social media platforms and ParentMail.

HOW ARE THE ACADEMY EVACUATION PROCEDURES BEING ADAPTED?

The Academy will evacuate the building as safely and quickly as possible. The class teacher will use the nearest emergency exit and escort students to our back field. They will be asked to line up in their class bubbles, adhering to social distancing. We will have trained fire wardens on site every day.

FOR PARENTS

A SPECIAL COVID-19 MESSAGE

When your child is ill or injured it is very difficult to decide if/when to call your child's GP, NHS 111, or go the Accident and Emergency Department (A&E). While the government is asking everyone to stay at home, it can be confusing to know what to do. Here is some guidance around what to do if your child shows any of the following symptoms or signs.



FOR ADVICE ON COVID-19 AND CHILDHOOD ILLNESSES/INJURIES VISIT WWW.NHS.UK

Designed by primary & secondary care clinicians from Barts Health NHS Trust & East London Health & Care Partnership

YOU SHOULD GO TO A&E AND/OR CALL 999 IMMEDIATELY IF:

APPEARANCE

- ▶ Pale/mottled/ashen/blue colour
- ▶ Collapsed/unresponsive/loss of consciousness
- ▶ No obvious pulse or heartbeat
- ▶ Severe allergic reaction

BEHAVIOUR

- ▶ Extreme irritability/pain/sleepiness (can be woken but falls asleep immediately)
- ▶ Seizure/jerking movements/fit



BREATHING

- ▶ Sucking in and out between ribs
- ▶ Flaring nostrils
- ▶ Extremely fast breathing
- ▶ Unusually noisy breathing

OTHER

- ▶ Bleeding from an injury that doesn't stop after 10 minutes of pressure
- ▶ Fever with a stiff neck

YOU SHOULD GO TO A&E IF:

APPEARANCE

- ▶ Dizziness/feeling faint
- ▶ Rash that does not fade when you press it

BEHAVIOUR

- ▶ Severe tummy pain

OTHER

- ▶ Burn
- ▶ Possible broken bone



OTHER

- ▶ Swallowed foreign objects (especially magnets/batteries)
- ▶ Temperature higher than 38°C in a baby younger than 3 months old
- ▶ Your child has special health care needs and you have a plan that tells you to go to A&E
- ▶ Feels abnormally cold to touch
- ▶ Expressing suicidal/significant self harm thoughts
- ▶ Head injury

YOU SHOULD CALL YOUR GP IF:

APPEARANCE

- ▶ Mild/moderate allergic reaction (known or suspected)
- ▶ New rash that fades when you press on it

BEHAVIOUR

- ▶ Mild irritability/sleepier than normal
- ▶ Moderate tummy pain
- ▶ Vomiting and diarrhoea
- ▶ Not passed urine for more than 12 hours



BREATHING

- ▶ Wheezing/fast breathing

OTHER

- ▶ Temperature >39°C (age 3-12 months)
- ▶ Temperature over 38°C for 5 days or more
- ▶ Accidental overdose of medication or other substances
- ▶ Ear pain for more than 2 days
- ▶ Emotional distress (where your child can't be reassured)

YOU SHOULD USE 111 ONLINE OR CALL 111 IF:

APPEARANCE

- ▶ Pink eyes/red eyes

BEHAVIOUR

- ▶ Ear pain for less than 2 days
- ▶ Mild tummy pain



BREATHING

- ▶ Cough
- ▶ Runny nose

OTHER

- ▶ Temperature over 38°C for less than 5 days