



# **The Hessle Academy**

## Hessle High School and Sixth Form College



### **Operational Guidance for Students and Parents during the Coronavirus Pandemic and Full Opening of School**

## Purpose:

- To establish clear guidelines for all students and parents attending the academy during the Coronavirus pandemic
- To ensure the health, safety and welfare of all staff and students
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff and students through the consistent implementation of this operational guidance

## Policies and other related documents:

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Students)

## Symptoms of Coronavirus Infection

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a 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)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

## General Guidance:

All students and parents should:

- Be aware of the protocols and procedures set out in this and other relevant documents
- Stay up to date with other communications from the Academy
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Avoid non-essential work-related travel, where possible
- Practice social distancing where possible when travelling to the school

Students, when in school, should:

- As much as possible, stay apart from students in other year groups
- Wherever possible, stay 2 metres apart from adults
- **When inside the school buildings, wear an appropriate face covering, including in classrooms. The exceptions to this are;**
  - o when in the canteen eating or drinking
  - o when social distancing can be in place, and you are told to remove your mask by an adult
  - o if you have a face mask exemption card, provided by the school
- Where it is not possible to keep a distance from others, avoid conducting conversations face to face and avoid raising your voice
- Follow instructions from staff with regard to the Covid safety measures
- Respect the one-way system, which will be in place at all times
- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy, during break / lunch times and after using the toilet. Use hand sanitizer if access to soap and water is not available
- Catch coughs and sneezes in a tissue and dispose of the tissue in the lidded bin provided

### Measures to secure Year Group Bubbles - Y7-11

- We will introduce a range of measures to reduce contact between students in different year groups. Where contact is unavoidable, we will seek to keep contact to a minimum and will introduce enhanced cleaning between classroom contacts (e.g. in the shared use of technology equipment)
- Students in Years 7 and 8 will be taught in their Home Groups for all lessons with the exception of PE and ICT
- Students in Year 7 and 8 will be based on the Second Floor for their tutor period and for the majority of their lessons; travelling to specialist rooms only when required. They will use Staircase 3 (closest to Tranby House)
- Students in Years 9, 10 and 11 will be based on the First Floor for their tutor period and for the majority of their lessons; travelling to specialist rooms only when required. They will use Staircase 2 (centre)
- Each group in Year 9, 10 and 11 will only be taught in one Science lab and the science subject area will have 'year group' zones
- Students' books will be stored in the classroom so that teachers only need to move themselves and teaching resources, which should be kept to a minimum to the classroom
- The use of PE changing rooms will be closely monitored. Enhanced cleaning will be in place where there is time available between uses. Where this is not the case, additional changing facilities will be provided for students in the activity studio, with the use of appropriate privacy screening
- Facilities for prayers will be available in the FM1 room during lunchtime. Mrs Ridley will manage this and ensure that the room is cleaned between uses by students in different year groups
- Toilets will be allocated to each year group during break and lunch (see Page 5) with enhanced cleaning in between sessions
- During the rest of the school day, students will be able to use any toilet block but will be encouraged to use the specific cubicle allocated to each year group

### Measures to secure Year Group Bubbles - Y12-13

- Students in Years 12 and 13 will be treated as a single Consortium-wide bubbles across the three partnership schools
- Students in Years 12 and 13 will have the majority of lessons in Tranby House; travelling to specialist rooms only when required
- Staggered break times will apply for Sixth Form students with Year 12 taking their break at 10:00 to 10.20. Year 13 will take their break 10.25 to 10.45
- Sixth form lunch will be 12.15 to 1pm but a rota will apply for students to collect their pre-ordered lunch from the sixth form cafe. Separate seating arrangements will apply.
- Where split Year 12 and 13 classes occur, enhanced segregation must take place within the classrooms
- Where possible, students will be encouraged to work from home during study periods

### Measures at Start of Day

- On arrival, students will assemble in their year group zones;

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Dry Weather	Y7 Area	Tennis Courts	Main Plaza	LC Plaza	Main Hall	Tranby House	Tranby House
Wet Weather	Sports Hall	Sports Hall	Main Plaza	Canteen	Main Hall	Tranby House	Tranby House

- There will be numerous hand sanitiser stations at visible points as students enter the site and also in the areas above
- SLT and Student Services staff will supervise students in these areas as part of their daily duties
- Students will line up on their respective social zones in their tutor groups and be taken to their tutor period by their tutor

- SLT will direct students into the building thus and in this order;
  - Y7 / 11 simultaneously up staircase 3 and 1
  - Y9 through staircase 2
  - Y8 / 10 simultaneously up staircase 3 and 2

### Phased Return

- A phased return will apply in March to ensure that each year group can be brought back into school routines as safely as possible
    - Year 11, 12 and 13 students will return on Monday 8 March
    - Year 7 and 10 students will return on Tuesday 9 March
    - Year 8 and 9 students will return on Wednesday 10 March
- Students should be on the school site by 8.30am

### School Day

- In order to minimise contact between year groups, the school will be divided into two cohorts (A - Y8, 9, 12 and 13) and (B - Y7, 10 and 11)
- Breaks and lunchtimes will be taken at different times (see Appendix 2)
- Break for Cohort B will be longer at 25 minutes to allow for further staggering of the day and because they do not have lunch until 1.15pm

### Break and Lunchtime

- Each year group will be allocated a dining area and a social area at break and lunchtime
- The food offer will be the same at each collection point so that all students have the same
- The main school building will not be available for students at these times unless they are required for lunchtime isolation or a pre-arranged meeting. For the foreseeable future, there will be no lunch clubs
- The field will be divided into three Zones (A, B and C with A being closest to the LC and C being adjacent to the MUGA)
- The canteen will be divided into two zones (A and B, with A being closest to the main building and B being closest to reception)
- An additional canteen area (Canteen C) has been created in the Sports Hall
- If the field is out of action, the tennis courts will be available for informal sports at break and lunchtime (football etc)

	Year Group	Food Collection	In	Out	Toilet	Social Area	Field Area	Wet Area
<b>Break 1</b> (10.15-10.40)	8	Canteen A	Door 1	Door 2	GF East	MUGA	C	Sports Hall
	9	Canteen B	Door 3	Door 3	GF West	LC Plaza	A	Main Hall
<b>Break 2</b> (10.55-11.20)	7	Canteen A	Door 1	Door 2	GF East	MUGA	C	Sports Hall
	10	Canteen C (Sports Hall)	Door 1	Door 1	GF West	LC Plaza	A	Canteen
	11	Canteen B	Door 3	Door 3	GF East	Main Plaza	B	Main Hall
<b>Lunch 1</b> (12.15 - 1.00)	8	Canteen A	Door 1	Door 2	GF East	MUGA	C	Sports Hall
	9	Canteen B	Door 3	Door 3	GF West	LC Plaza	A	Main Hall
<b>Lunch 2</b> (1.15-2.05)	7	Canteen A	Door 1	Door 2	GF East	MUGA	C	Sports Hall
	10	Canteen C (Sports Hall)	Door 1	Door 1	GF West	LC Plaza	A	Canteen
	11	Canteen B	Door 3	Door 3	GF East	Main Plaza	B	Main Hall

- Because of the split lunch, it will not be possible for any PE lessons to take place on the school field during period 4; they must either be inside (unless it is a wet day) or on the 'top' field

- Students will continue to use the biometric fingerprint image, having already sanitised their hands; at the end of each sitting, the machine will be cleaned

### **Curriculum and Resources**

- Many specialist subject areas have conducted their own risk assessments which require changes to normal resource use. Students must follow the instructions from staff at all times
- The use of equipment will be kept to a minimum, this includes the use of textbooks, other shared study books and guides, art materials, technology machinery and resources and sports equipment
- Where it is necessary for students to use specialist equipment, such as in ICT, DT, PE and Arts subjects, students should thoroughly sanitise hands on arrival to the classroom and at twenty minute intervals during the lesson
- In specialist rooms, enhanced cleaning rotas will be in place to ensure that they are cleaned at break and lunchtime
- The Government guidance does not prevent staff from handling student work although it advises that this should be kept to a minimum. Staff will therefore be able to handle, assess and mark, student work from September providing that other measures are in place, including;
  - sanitise hands before and after handling books and do not touch your face while handling student books
  - keep the movement of student books to a minimum and, where possible, mark them in school
  - if books are taken home, follow sensible precautions, keeping them in one place and cleaning before and after use

### **Further Safety Measures**

In addition to the measures outlined above, the following practices will also be in place:

- Based on the most recent Government guidance and in line with our TCAT school partners, all students and staff will be required to wear a face covering inside the school building at all times, including in classrooms
- The exceptions to this are;
  - when eating or drinking in the canteen
  - staff and students with valid medical exceptions. These should be notified to the school immediately and students will be provided with an exemption card which must be carried at all times.
- Tutors will perform a check each day that students have a mask and that they know how to wear it. If students do not have a mask, they will be provided with one. However, it is the responsibility of the student to bring a face mask to school each day
- All rooms are fitted with a monodraught system. This will maximise the natural air flow and will recycle the air in each room within twenty minutes
- Students should not mix with students from a different year group and as little as possible with students in other classes within their year group
- Students should not share equipment and should not encroach upon the teacher's designated zone
- As much as possible, staff will stay at the front of the room. If they have to approach a student's desk, they will keep as much distance as possible and will not speak to them face-to-face
- Students are reminded to catch coughs and sneezes in a tissue and place the used tissue in the lidded bins provided
- The contents of bins should not be handled; they will be disposed of by a member of the facilities staff
- Each student may be given a reading book but they must not share these with others and, when they have finished reading it, it must be stored away for seven days before being issued to any other student

- Students must not leave the classroom for any reason, including to use the toilet unless supervised by another member of staff. If necessary, staff should send an email to reception who will issue a radio call to the on-call HOY or SLT for assistance
- Student exercise books and folders should be stored safely and securely in a labelled box and then stored away from boxes belonging to other groups and year groups. Boxes of books should remain in the classroom unless the teacher is taking them home to be marked. Movement of books and other resources should be kept to a minimum and moved between as few places as possible
- Students will be reminded of the need to maintain social distancing once outside the academy and not to walk home in large groups or with students in other year groups

### **Lateral Flow Device (LFD) Tests**

The Government have requested that students and staff undertake LFD tests to identify asymptomatic cases of Covid-19.

This will take place in three phases;

#### **Phase 1**

- Students will be offered the opportunity for testing before the return to school. See communication from the school for further details

#### **Phase 2**

- Once they have returned to school, students will be offered two further LFD tests. These will be arranged and scheduled to take place during the school day

#### **Phase 3**

- Students will be offered LFD home-testing kits to carry out twice per week

Participation in this testing programme will be voluntary and further communication will be shared with students and parents in due course.

### **Student Non-compliance and Physical Altercations**

- Departmental isolation procedures will be changed so that students are only isolated into their own year group classes
- If students are required to spend time in the Reflection Room or in Internal Exclusion, there will be distancing procedures in place and so they will be able to share this space with students from other year groups
- Detentions will take place after school. Where students are placed in detention with students in other year groups, appropriate distancing will take place
- The Academy Behaviour Policy has been amended to include the expectations that we have of students during this time. In the first instance, where a breach of the Behaviour Policy occurs, staff will:
  - Politely remind the student of the rules and expectations and clearly explain that these rules and procedures are in place to protect everyone
  - Clearly re-state expectations, inform the student that these expectations are not negotiable, and must be adhered to
- If a student continues to refuse to follow instructions and safety protocols, the student may be sent home and a meeting held with the parent to resolve the issue

### **Suspected or Confirmed Cases of Covid Infection**

- Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, must not enter the school grounds
- Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus
- Instances of pupils displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy and any unwell individuals are sent home as soon as possible
- The school does not routinely take the temperature of pupils

- The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy
- Parents are informed, via letter that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
  - Book a test if they (or their child) display symptoms.
  - Provide details of anyone they (or their child) have been in close contact with
  - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Parents of pupils who display coronavirus symptoms are encouraged to get their child tested
- Parents are asked to inform the school immediately of test results
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating
- If an individual tests positive, they are required to self-isolate for 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are also required to continue self-isolating for 10 days
- Parents are informed, via letter of how the school responds to confirmed cases of coronavirus
- Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately
- The school works with the local HPT to manage the response.
- Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:
  - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
  - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual
  - Travelling in a small vehicle, like a car, with an infected person
- Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms
- If required, all parents are informed of the confirmed case; however, the name of the individual is not shared
- The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation
- If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions

## Appendix 1

### Staggered break and lunch schedule

	<b>A (Years 8, 9, 12 and 13)</b>	<b>B (Years 7, 10 and 11)</b>	
8.35	Tutor	Tutor	8.35
9.05	Period 1	Period 1	9.05
10:00	Break	Period 2	10.05
10.20	Period 2	Break	10.55
11.15	Period 3	Period 3	11.20
12.15	Lunch	Period 4	12.20
13.00	Period 4	Lunch	13.20
14.00	Period 5	Period 5	14.05
15.00			15.05



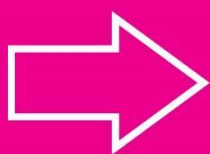
# Stop the Spread



THE CONSORTIUM  
ACADEMY TRUST



If you cough or sneeze use a tissue or flexed elbow (not your hand).



Throw tissues into closable bin immediately after use.

Regularly wash your hands with soap and warm water for at least 20 seconds.



If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.



Avoid touching your face.

Need more advice? Go online at:

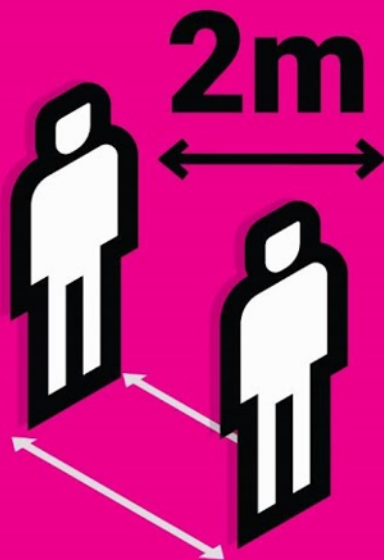
**111.nhs.uk**

# Social Distancing



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PLEASE FOLLOW THESE GUIDELINES WHILST YOU ARE IN THE ACADEMY.



Observe the 2 metre markers that have been placed around the Academy.



Please keep a 2m distance between all students and staff.



Go up the left hand side of the staircase.

