



UPDATED STUDENT / PARENT HANDBOOK SEPTEMBER 2020

Dear Students, Parents and Carers,

We do hope that students who returned to school in the summer term had a positive experience which will help towards a full return in September.

It is the belief that if we all work together through these unchartered times and follow strict simple guidelines, we can protect ourselves and others. It is important that we all feel safe and protected in school.

Upon your return to school we are highlighting through this handbook and the **NEW** charter, key routines and changes to everyday practices. We of course still expect the majority of our basic conduct and the usual school routines to apply, which you are well practised in following.

Our plans are in line with DfE government guidance and some practices have changed from our initial handbook. The charter is to partner this handbook. It is underpinned by the essential skills and values of resilience, respect and reflectiveness. Please read this new handbook and the new charter carefully before your return to school. These should answer any questions and hopefully enable you to feel less anxious about the return.

PASTORAL CARE

We continue to support you with concerns and still have the pastoral team to meet with you if you feel like you need a socially distanced chat.

Our usual routines will follow where you meet your tutor daily and have support from your Student Progress Manager and pastoral support offices.

You will see members of your year team each morning when you arrive to hand wash in your year zone.

We are all used to emails so send a message to a staff member you wish to speak to and we can sort it out.

OUR AIM - KEEPING YOU SAFE

THE ST. GEORGE'S ACADEMY 'ROAD MAP' FOR NEW ROUTINES IN AND AROUND SCHOOL

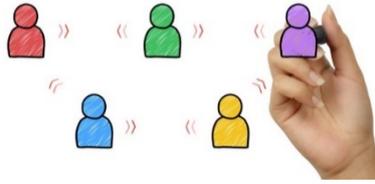
At the Academy, we have of course taken advice from the DfE, Government advisers, Lincolnshire County Council and various Teaching Unions. We have also had dialogue with parents and staff to ensure our COVID – safety readiness is in place. The following pages explain the key routines relating to special measures in place.



St. George's Academy

SOCIAL DISTANCING MEASURES -

SOCIAL DISTANCING



We realise to socially distance in a school environment is difficult, especially indoors. We need to be alert and aim to socially distance as best we can. From September, all students will be required to attend every day and so class sizes return to normal. Students must not mix with other year groups. All staff will remain at a 2m distance from students. In classrooms and the canteen, you will support your social distancing by not facing each other directly, sitting side by side.

HANDWASHING

On arrival to school, students need to go to their hand washing zone which is arranged in year zones, this will become a regular daily routine. No-one is allowed inside the buildings until 8.25am. Staff will be on duty to double check that you all do this. You will also return to your hand washing zone at the end of each break. This is really important and something we are required to do as part of government guidance.

HAND SANITISER OR HAND WIPES

Hand sanitiser or hand wipes are to be used both before and after eating. We also need to clean our hands between lessons. There are three times a day when you will have lesson to lesson changeover when there will not be time to use the outdoor sinks. **You are required to provide your own personal hand wipes or hand sanitiser for these times.** On entry to lesson 2, lesson 5 and at the tutorial/lesson changeover, you will stand behind your chair and clean your hands before sitting down. This is really important and something we are required to do as part of government guidance. Teachers are not allowed to walk around the classroom and so students having their own hand wipes or sanitiser is really important and considered part of our essential daily equipment. Conduct cards will be signed if they do not have them, in the same way as they are signed for missing pens etc. Students in financial hardship will be given a pack of wipes to keep in their bag.



REMEMBER: THE KEY IS THAT WE TRY NOT TO TOUCH OUR FACE, AS THIS ENABLES THE VIRUS TO GET INTO OUR SYSTEM EASIER IF WE HAVE IT ON OUR HANDS.

DRESS CODE

Our full Academy uniform is required for September as highlighted on the web-site. Please ensure that hair is one natural colour and footwear is within the suitable recommended range, no trainers.

We strongly recommend a **warm waterproof coat with a hood** for wet weather as we will be lining up to wash our hands in all weathers.



STUDENT BEHAVIOUR

OUR HIGH EXPECTATIONS REMAIN THE SAME WITH ZERO TOLERANCE FOR ANYONE WISHING TO DISTURB THE LEARNING OF OTHERS.

Consistency of excellent behaviour in all of your lessons is even more important than ever at this time for everyone's safety. Should any student fail to follow an instruction and jeopardise yours or any student's safety, then our usual consequences will follow including community service outside during break times.

As usual all incidents will be logged and added to the student record. The Student / Parent / Carer charter clearly states that we will not tolerate poor behaviour which jeopardises others. We are expectant that each and every student wants to be supportive and do their best in school.

TRAVELLING TO AND FROM SCHOOL -

Walking, cycling and travelling in the household car are all ideal modes of travel. If you normally come to school on the bus / train - County Transport will inform you of procedures. Please ensure that your child is dropped off on the school campus and NOT in the town / village. Students must come straight onto campus at the start of the day and go straight home at the end of the day. Students using school buses must only get on at their designated pick up point. Students using public transport will need to use a face covering, students using designated school transport are highly recommended to wear a face covering. Please only mix with students within your year group bubble, as far as possible.

INTERNAL DOORS – CORRIDOR AND CLASSROOM DOORS -

Are all to be **wedged** open. This minimises hand contact and the spread of any bacteria and supports free flow of staff and students. Special arrangements are in place for closing fire doors in the event of an evacuation.

MOVEMENT THROUGH THE SCHOOL CORRIDORS -

There is a **NEW comprehensive one - way system** which must be followed by using the arrows and black & yellow striped tape on the floors. There are also clearly visible taped lines for making space in-between people easier to follow. (The one-way may be different to the usual one in some areas, please just follow the new system / arrows). In wider corridors and more open spaces a barrier will be seen to prevent people congregating and 'nipping over' and to ensure a more channelled walk-way.

NEVER TAKE A SHORTCUT, FOLLOW THE ROUTES AT ALL TIMES.

Don't be shy about reminding someone who has forgotten to keep their distance – do so politely and don't take offence if someone reminds you! No-one is used to it and we will all need help to remember.



TOILETS -

You will have been allocated a toilet block during break times to prevent year group bubbles mixing. Aim to wait outside, don't hold doors for others, **WASH YOUR HANDS** and then turn the tap off using a paper towel. When going to the toilet **YOU MUST** follow the one-way system – even if no-one else is around. The external door to the toilet block has been pinned open so that you do not have to touch anything after you have washed your hands. As far as possible, plan ahead to when you will use the toilet. You have two long breaks in the day and will not be allowed to leave a lesson to use the toilet. All toilets will be cleaned between breaks.

WATER INTAKE

A positive day involves intake of water. We advise you to bring your own water to the Academy. Our water fountains will not be running due to the risk of spread of infection. You will be able to purchase bottles of water in the canteen only.



YOUR LESSONS / USING THE CLASSROOMS

Each classroom has been adjusted to facilitate a class of up to 30 students all facing the front or at computers around the outside so that they are not facing each other. The front of each classroom or the teacher's desk area is the **Teacher zone** and a **no go zone** for students. Classrooms may have a Perspex screen to distinguish the teacher zone so you do not enter it by mistake. Please note that a number of teaching staff are classed as vulnerable, but want to be able to teach you in person. You will understand that it is especially important that we keep them safe.

DO...

- Walk straight into the classroom and go to your allocated seat
- All students remain in own seats throughout the lesson
- Teachers will teach from the front – they will not walk around or enter your space
- The use of textbooks is now allowed and teachers can collect and mark work.
- If you are stuck, put your hand up – do not get up until told to do so. If you want to show the teacher your work, there will be an **exchange** table where students can place their work to **show** the teacher - one at a time.
- Have all of your own equipment with you, all stationery would be beneficial, pens, colours, paper scissors, a glue stick, calculator, ruler, rubber etc.
- You'll be given your own purple pen for improving your work and responding to feedback. Please be sure to keep this in your pencil case.
- Ensure that you take everything with you at the end of the lesson, check your area. At the end of lesson 2 and 5, if you have used a hand-wipe, put it in the bin.
- Walk out sensibly when the teacher says you can, in order to ensure the social distancing from the person before and after you.
- Avoid touching your face during lessons



DON'T...

- Line up outside the classroom or congregate in the corridors.
- Get up freely and move around the classroom.
- Share your resources such as glue, scissors or any shared stationery.



BREAK & LUNCH – SOCIAL FREE TIME & USING THE CANTEEN

These are to be staggered to allow for monitoring of student numbers and ensuring social distancing can take place. There will be two 30-minute breaks, students may eat at either time. All students will be expected to go outside and get some fresh air, maybe partake in sports or exercise if they wish as socially distanced activities. All year groups will be allocated a side of the canteen or the outside kiosk for purchasing food and must remain in their allocated zone.

STUDENTS ARE ALLOCATED SPECIFIC AREAS TO ENSURE NO MIXING ACROSS YEAR GROUP BUBBLES

(SEE YOUR SPECIFIED DETAILS IN YOUR PACK FOR WHERE YOU **MUST** GO)

Please also see St George's Academy website for all information regarding our return to school.