



STUDENT / PARENT HANDBOOK FOR RETURNING TO SCHOOL

CORONAVIRUS / COVID-19 – REOPENING OF THE ACADEMY FOR Y10 & Y12 (INCLUDING KEY-WORKER CLASSES)

Dear Students, Parents and Carers,

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. As a Year 10 or 12 student, you have an important year next year and we need to prioritise your education while ensuring your safety too, this is paramount to us.

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

We have shared a charter with you and your parents / carers prior to returning to school. This is to partner this handbook. It is underpinned by the essential skills and values of resilience, respect and reflectiveness. Please read this handbook and the 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.

- Year 12 Mrs Watson (based in 6th form workroom) is available for meetings and to help resolve any concerns - julie.watson@st-georges-academy.org
- Year 10 Sleaford Campus: A member of the pastoral team will be in the KS4 office in English to help and give advice on any queries. Mrs Williams can be contacted on: jaime.williams@st-georges-academy.org
- Year 10 Ruskington Campus: A staff member can be contacted via reception. andrew.green@st-georges-academy.org

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. Do check emails regularly as your tutors are checking in with you.

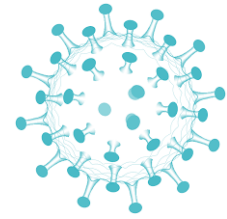
WATER INTAKE

A positive day involves intake of water. We advise you to bring your own water to the Academy during these summer months. 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.



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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.



OUR AIM - KEEPING YOU SAFE

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

SOCIAL DISTANCING

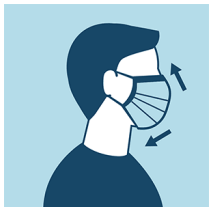


SOCIAL DISTANCING MEASURES -

We realise to socially distance in a school environment is difficult, especially indoors. We need to be alert and aim to always remain 2 metres away from each other. It is everyone's responsibility to do this and remind others to do this also.

PPE –

Students and staff are encouraged to wear a facemask or visor when inside the building in the presence of others. We realise that there are times when social distancing is difficult to adhere to indoors and wearing PPE is another form of protecting ourselves and others.



FACEMASKS -

A **facemask** will be provided for you by the Academy, but you may wish to also have purchased your own. Remember to regularly wash any reusable PPE due to contamination. Your facemask provided by the Academy can be washed and worn up to 50 times. Avoid touching your facemask without having washed your hands first.

HANDWASHING -

We need to wash our hands with soapy water before placing the face covering / mask on and again when removing it.

Everyone must use the new outdoor sinks to wash their hands with soap for 20 seconds **BEFORE** entering the buildings. Staff will be on duty to double check that you all do this. It is also advised to wash our hands at least every 2 hours – you will be expected to wash your hands at the start and end of break and lunchtime. The outdoor sinks will ensure handwashing is frequent and reduce a bottleneck and numbers in one area on the internal handwashing areas.



HAND SANITISER -

Is to be used both before and after eating. The dispensers are in the canteen and in the corridors by the external doors.

Due to the relatively small numbers of students in school, many rooms are only used by one class during a day. When a classroom is being used by more than one class in a day, your teacher will give you a **surface wipe** which you can use to wipe their own desk, (keyboard/mouse) and chair. Washing your hands immediately before entering the building to go to a lesson, avoiding touching your face during lessons and washing your hands again as after you have left a lesson to go to break or lunch means that touching a keyboard or mouse should be safe, but we do have disposable gloves if you would like to wear them.



Hand sanitising station

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.



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DRESS CODE -

One crucial routine is that the wearing of clean clothing every day is a measure against catching the virus. Owing to the likelihood that students do not have many blazers, we have adapted the normal school uniform expectations.

YEAR 10 STUDENTS ARE NOT REQUIRED TO WEAR BLAZERS OR TIES

Students will wear their usual shirt/blouse and trousers/skirt. Students who have grown out of their uniform may wear new uniform for next academic year early if they wish.



YEAR 12 STUDENTS ARE NOT REQUIRED TO WEAR JACKETS

Students will wear their usual shirt/blouse and trousers/skirt or dress as per the usual dress code. Please pay particular attention to the fact that low cut, cropped, see-through and strappy tops are not acceptable, nor are shorts or short skirts.

THE REST OF OUR ACADEMY RULES CONTINUE AS NORMAL FOR YEAR 10 BELOW:

HAIR	Fashion trends of style and colour are not acceptable for school. Hair should be a suitable, neat and tidy style and a single, natural colour. Hair length should be no shorter than grade 2 and there should be no tram lines or edges in the hair or eyebrows. Fashion hair accessories (including hats, caps and bandanas) are unacceptable. Dark plain hair bands and bobbles are allowed. Long hair must be tied back for practical work.
NAILS	Nail varnish and false nails are not allowed.
MAKE UP	Make-up must be discreet and acceptable to the Senior Leadership Team and Student Progress Managers.
BAGS	Bags should be a practical style such as a rucksack or messenger bag. 'Handbags' are not suitable for carrying school books and equipment and are not allowed. We recommend that students attach a reflective sticker or key ring to be seen in the dark.
JEWELLERY	For health and safety reasons, the only jewellery allowed is a wristwatch, one ring and one very small stud or sleeper earring worn in each ear (no other forms of body piercing are allowed). For practical subjects all jewellery must be removed due to safety of an individual. Silicon charity bands are not allowed.
PHONES	Mobile phones and personal music players are not allowed in school and will be confiscated.

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 that student will be sent home and work from home there on in.

Your teachers will give instructions, please work with them. If you choose not to follow a teacher's instructions, you will be removed by a member of the Senior Leadership Team and sent home.



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There will not be the RRR facility due to social distancing. As usual all incidents will be logged on **GO for Schools** 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 being in the **household car** are all ideal modes of travel as they are socially distanced. Year 12 students cannot car share as this does not allow for social distancing measures. If you normally come to school on the bus / train - County Transport will have been in touch with your parents to ask if they can drop you off into school instead. Please ensure that your child is dropped off on the school campus and NOT in the town / village. At the Sleaford campus there will be a turning-circle for easy drop-off and drive out at the top of the Westgate drive. At the Ruskington Campus drive through as you usually would around the carpark – following the usual one way system. If you need to use public transport wear PPE and aim to distance from others. Sit alone on the seat nearest the window.

ENTERING THE SCHOOL PREMISES -

You will need to line up at a distance of 2 metres and then wash your hands in the outdoor sinks for 20 seconds. If you use the hand sanitiser work it into your hands – the action of rubbing is key. This will mean only clean hands touch the external door handles.

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 2m apart. 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 the 2m space in-between people easier to follow. (The one-way may be different to the usual one in some areas, some even through classrooms, 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. You have been sent your new timetable and a map, so please be sure to read it carefully to see where you will need to go.



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 -

It is difficult to apply social distancing and a 2m gap in these confined places. You will have been allocated a toilet block to prevent queues building up at any one location. 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. **DO NOT** be tempted to nip across a barrier etc. as you do not know who is around a corner. The external door 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.



YOUR LESSONS / USING THE CLASSROOMS

Each classroom has been adjusted to facilitate a class of up to 12 students, although most classes will have no more than 8 students. Social distancing has been carefully measured – the furniture in the room is exactly where it needs to be. Please do not move the furniture at all. 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 look for your name card facing you as you enter, it will be placed on the table you are to sit at and work at.
- All students remain in own seats throughout the lesson
- Teachers will teach from the front – they will not walk around or enter your space. No checking work as we would normally do.
- Be ready to mark your own work, listen to answers. Teachers will have new and different approaches to prevent cross contamination of resources.
- 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.
- Ensure that you take everything with you at the end of the lesson, check your area.
- Walk out sensibly when the teacher says you can, in order to ensure the 2m 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.
- Touch the air circulation units or the windows.



THE TIMETABLE -

The school day will be 6 periods, separated by two 35 minute breaks. This will ensure rotations and movement times can be staggered. We have enclosed the new timings of the school day. Be ready to line up and begin handwashing ten minutes before the start of your first lesson and five minutes before the end of break and lunch.

THERE ARE THREE SETS OF STUDENTS IN SCHOOL:
YEAR 10, YEAR 12 AND THE KEY WORKER'S CHILDREN.

YEAR 10 -

Year 10 is split into four cohorts, called bubbles. Each bubble will attend for two days per fortnight and the dates you are in school are clearly specified in your letter. The remaining eight school days in the fortnight are for continued home study.



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Each day you are in school is split into two double lessons and two single lessons in order to minimise movement but allow you to attend all your subjects. PE activities will be running at break and lunch in a socially distanced way. There will not be registration time in the morning, due to the additional movement for both teachers and students, but your form tutor will continue to keep in touch by email and phone if needs be. Please don't hesitate to ask them, any of your teachers or your SPM for support.

YEAR 12 -

Year 12 will attend for two days per option block, with subjects in each option block taught on a separate day. Where subjects are split across two school sites, lessons will be timetabled at one school only so that students do not need to move between these sites during the day.

Students will not be permitted to leave the school site during the day and should therefore not plan to visit a shop to buy food or drink after they have arrived at school. Once their lessons are completed, they will be asked to leave the site and return straight home to help maintain social distancing.

AS ALWAYS, WE WILL EXPECT SIXTH FORM STUDENTS TO BEHAVE AS ROLE MODELS FOR THE YOUNGER STUDENTS IN SCHOOL.

KEY WORKER'S GROUPS -

The key worker groups will follow a separate timetable as per the timings on the sheet enclosed and will be able to attend every day as necessary. As a reminder, key worker's children should only attend school if it is not safe for them to stay at home.

USING THE CANTEEN -

Timings will be staggered to avoid a mass influx of people. All individuals must adhere to the 2m social distancing space. Markers will be placed on the floor to ensure safe queuing. You will **not** need to use your thumb to **pay** as we want to minimise many people touching this one area. A list will be kept by the canteen staff – **no need to worry**. Tables and chairs have been placed 2m apart and must not be moved. If you can eat outdoors that would be more beneficial. Use the hand sanitiser before and after eating. Each individual is to be responsible for clearing up after themselves – moving their plates etc. to the allotted areas at the sides of the canteen OR placing your own rubbish in the bins or taking it with you if you have a pack up/ picnic. The one-way system is to be followed for entry and exit into the canteen. The lunch time supervisors and canteen staff are to be respected and listened to. Face coverings can be worn while queuing. The water fountains are not to be used as these can easily spread the virus and harbour bacteria.



BREAK & LUNCH – SOCIAL FREE TIME

These are to be staggered to allow for monitoring of student numbers and ensuring social distancing can take place. There will be two 35-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 and the PE department have produced a guide of suggested safe activities. All will be socially distanced.

STUDENTS ARE ALLOCATED SPECIFIC AREAS TO ENSURE SOCIAL DISTANCING.

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



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Areas will be out of bounds due to distancing rules such as sitting at picnic benches, highlighted by tape.

In the event of wet-weather the students will need to use indoor halls and remain at a social distance.

We realise it is difficult to socially distance, especially from your friends, when you are enjoying your **social free-time**. To help you to do this we have blue ribbons with **handles** which are measured out for you already.

THIS MEANS YOU CAN WALK AROUND OR EASILY SIT OUTDOORS WITH YOUR GROUP OF FRIENDS AND REMAIN AT A SAFE DISTANCE - GENIUS!

One end of your ribbon will have a loop for you to hold – this is your end. Your friend can hold the other end and then you keep the ribbon taut to ensure you stay 2m apart. As with all equipment, it is really important that you and your friend have washed your hands before touching it. If you use it to organise yourselves into a socially distanced picnic on the field, then you must put it away **before you eat** in case you lick your fingers. If you have used it during the day, then like your clothes, make sure it is washed before you use it again.



If you have any questions or need any additional support these links may prove useful to you.

<https://www.gov.uk/coronavirus>

<https://extranet.dft.gov.uk/safer-transport-campaign/schools/>

<https://www.lincolnshire.gov.uk/council-services/schools-education-1/5?documentId=427&categoryId=20128>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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