



## PROCEDURES FOR STAFF RETURNING TO WORK

### CORONAVIRUS / COVID-19 – REOPENING OF THE ACADEMY JUNE / JULY 2020

It is our belief that if we all work together through these uncharted times, and follow strict simple guidelines, we can protect ourselves and others. It is important that we feel safe and protected in the workplace. We have considered the important balance of being safe and that time in school is educationally worthwhile.

We have shared a Charter with our students and parents / carers prior to returning to school. It is underpinned by the essential skills and values of resilience, respect and reflectiveness.

This document relates to advice and guidance from the DfE Government, County and Union advice, and our own in-house survey to ensure our COVID – safety readiness is in place.

#### OUR WAY OF WORKING WILL BE VERY DIFFERENT

By following the procedures set out in this document, alongside the Charter, we can aim to provide happiness and strength to our school community.

If you would like to make an appointment to come into school prior to us returning, please do. We are happy to accommodate staff who have not been in to see the physical measures in place.

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

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##### 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. It will be a common mantra to recall to the students continually no doubt!

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##### PPE –

Is highly recommended. Students and staff are encouraged to wear a **face covering** (over the mouth and nose) when inside the building. Some of our more vulnerable staff may wish to also wear a **face-visor or gloves**. PPE will be provided for you by the Academy, but you may wish to also have purchased your own. Remember to regularly wash, sanitise wipe and change your PPE due to contamination. The face masks we are provided with can be used washed and used for up to 50 times. Please look after your own PPE and keep it with you. 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.

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##### HANDWASHING -

We need to wash our hands with soapy water before placing the face covering / mask on and again before removing it. **Handwashing or sanitiser** is to be used regularly, especially before entering a building so that only clean hands touch the door handles. Handwashing or sanitiser must be done before and after eating too.

Everyone must use the new outdoor sinks to wash their hands with soap for 20 seconds **BEFORE** entering the buildings. It is also advised to wash our hands at least every 2 hours. The outdoor sinks will ensure handwashing is frequent and reduce a bottleneck and numbers in one area on the internal handwashing areas.



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Each classroom will have a pack of **surface wipes** which students use to wipe their own desk, (keyboard) and chair if they wish to. You may wish to place a wipe on each desk ready for the student to use if you have a class coming in straight after the last class. You will not have time to wipe everyone's table etc.

Staff will need to be mindful and observant of students following our routines. There will be handwashing duties where we ask students to line up 2m distancing and wash their hands before entering the buildings.

THE EXTERNAL DOORS WILL BE THE ONLY ONES TOUCHED AND IT IS IMPORTANT THAT CLEAN HANDS THEREFORE TOUCH THEM.

Handwashing will be formally scheduled for the start and end of each break also. We will need to remind students not to touch their faces etc. We know this is going to be constant but it is important that we all deliver this important consistent message.

## DRESS CODE – CLOTHING

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Clothing needs to be clean and changed each day we are in school. This avoids bringing any contamination into work. You do not need to wear jackets and ties unless they can be cleaned each time. Students will also not need to wear their blazers / jackets and ties – they too need to be in clean clothing each day to avoid bringing contamination into school. Key worker students will be wearing PE kit on days they have PE.

WE ARE MINDFUL THAT WE CANNOT EXPECT PARENTS TO WASH THE BLAZER EACH AND EVERY NIGHT.

## TRAVELLING TO AND FROM SCHOOL -

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Walking, cycling and being the sole person in a car are all ideal modes of travel as they are socially distanced. If you need to use public transport wear PPE and aim to distance from others.

## ENTERING THE SCHOOL PREMISES -

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Wash hands in the outdoor sinks for 20 seconds. If you use the hand sanitiser work it into your hands. You will need to **sign-in (and out** again when you leave) with your **own pen** as staffing is fragmented and we must ensure we are precise regarding fire safety. There is sanitiser in reception by the sign-in/out sheets. Keep socially distanced from others at all times.

## INTERNAL DOORS – (INCLUDING FIRE DOORS) -

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These are all to be **wedged** open. This minimises hand contact and the spread of any bacteria. (Site will have this in place) The fire evacuation routine has been amended to ensure fire doors are closed in the event of an evacuation. All teachers continue to have responsibility for closing their own classroom windows and doors on evacuation. Staff will take responsibility for the evacuation and registration of their teaching group, as opposed to their tutor group.

## MOVEMENT THROUGH THE SCHOOL CORRIDORS -

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there is a 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 MAYBE DIFFERENT TO THE USUAL ONE IN SOME AREAS, SOME EVEN THROUGH CLASSROOMS, PLEASE JUST FOLLOW THE NEW SYSTEM / ARROWS.

In wider corridors / more open spaces a barrier will be seen to prevent people congregating and **jay walking** and to ensure a more channelled walk-way. NEVER take a shortcut – follow the routes at all times.

WE NEED TO SET THIS EXAMPLE AND WILL ENSURE THAT STUDENTS DO THE SAME.

**DO NOT** BE TEMPTED TO NIP ACROSS A BARRIER ETC. AS YOU DO NOT KNOW WHO IS AROUND A CORNER.



It is difficult to apply social distancing and a 2m gap in these confined places. Students have been assigned a toilet to use. This minimises numbers in one area and duty staff will support a 'one at a time' rule. For staff, we envisage the single disabled toilets are ideal, but even if using a bank of toilets with an external door we need to be mindful of others. Please aim to wait outside at a distance if someone is already in there. **Be politely vocal!** Don't hold doors for others, we know we are not being rude. Afterwards **WASH YOUR HANDS** with soap for 20 seconds, leave the tap running and reach for a paper-towel to dry your hands, then turn the tap off with the paper-towel and bin it. This means that only clean hands will touch the door handle to leave. When going to the toilet **YOU MUST** follow the one-way system – even if no-one else is around.

Students will only be able to go to the toilet in the two 35 minute breaks. However, if someone is clearly desperate/ wriggling in their seat or has a medical pass then do let them go. They will use their allocated toilet –and combine that with following the one way they could be gone for a while. - BOTH TEACHERS AND STUDENTS ARE ADVISED TO 'PLAN AHEAD'!

Cleaning staff will clean all the toilet areas during the three double lessons during the day. The key though is that we all thoroughly wash our hands after using the toilet.

## YOUR CLASSROOM

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- Class sizes for Year 10 will be capped at 8 per room with each class split into four groups and our plan is that they will attend three days per fortnight on a rotation
- Class sizes for Year 12 are generally smaller and may be split between two teachers, or split across two sub-blocks so that only half a class is in school at a time.

With this in mind each classroom has been adjusted to facilitate a smaller class. Social distancing has been carefully measured – the furniture in the room is all you need. Please do not move other furniture into the space. If you have a spare desk in a classroom you may wish to use this for the **exchange table**. The front of your room or desk area is the **Teacher zone** and a **no go zone** for students. Classrooms may have a Perspex screen to distinguish the teacher zone and so enable staff to work behind this to protect further. Students are aware of the importance of this and have signed a Charter in support of our expectations in class.

## DO...

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- Be organised and place the resources for the whole lesson on each individual desk for each student, ready on student arrival. You may place a surface wipe on the desk for the student to use if a prior student has just left that desk area. This is not necessary if there is only one class in the room on that day. Please don't use the wipes unnecessarily as they are hard to come by at the moment.
- Have a seating plan ready in advance – place name cards on student desks facing them so they go straight to their seats on entering the classroom.
- If in an ICT classroom, **PLEASE** have seating plans for all the classes in a room that day where each time a different computer is used. Aim for no computer to be used in a day by more than one person if possible. Arrange for the keyboard and mouse to be wiped if it is not possible.
- Plan your lesson so that students remain seated throughout
- Teach from the front - please do not walk around checking work as we would normally do.
- Consider students marking their own work. Students will be issued with a purple pen on their first day in school and may keep this. Use live-write, photos of work on screen, virtual textbooks, and use of the visualizer to show work or a book.
- You may choose to wear gloves if using a keyboard and use a surface wipe. The key is to wash your hands before and after using them and avoid touching your face.
- Have spare pens / pencils in case a student forgets theirs – do not ask for it back though.



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- Have an **exchange** table where students can place their work to **show** the teacher if they need help with it - one at a time, you may prefer to use worked through examples on the board instead.
- Ensure that students take everything with them at the end of the lesson.
- Have your door and windows open, to let fresh air circulate.
- For any photocopying resources – planning and timing is key. Please email reception/ reprographics and attach the resource. Give clear details re. no. size, colour, back to back etc. This can then be picked up in the usual way by yourself. (Perhaps on arrival when signing in).
- Plan to teach outdoors – book one of the named outdoor teaching spaces with reception at the Sleaford campus, Ruskington is easier to do informally – **WE DON'T WANT THE WHOLE SCHOOL GOING OUT AT ONE TIME!!**

## DON'T...

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- Ask students to line up outside the classroom.
- Allow students to get up freely and move around the classroom.
- Have classroom monitors giving out resources / wiping the board etc.
- Have shared resources such as glue, scissors or any shared stationary.
- Use textbooks (use the visualizer, photocopied pages or e- textbooks instead).
- Use laptops or cameras – allow photography students to use their phones instead if necessary
- Plan to use the library, or ask students to use library books.
- Plan to deliver an experiment as this often means students are gathered around. (Use You-tube or online links instead).
- Teach practical activities, as you cannot guarantee distance, non-sharing of resources and overall safety.
- Use the air circulation / air con system or fans in your classroom. Site will ensure the air handling units are turned off as these could spread bacteria. Doors and windows should be open for a natural flow of air.

Ensure, as a department, that you all feel happy and secure in your teaching and new ways of working. Departments will have produced their own risk assessment documents if using equipment and these should be shared. If you are unsure just ask.

## THE CURRICULUM TIMETABLE -

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Alongside, the continued key worker full-time provision, we are planning that:

- We will operate a six period day with staggered breaks and lunches.
- The breaks and lunches will be evenly split and each of 35 minute's duration
- There will be no tutor time because this is a time where there is most movement of both staff and students
- Year 10 will have two doubles and two singles per day to minimise movement whilst allowing access to all subjects. Year 10 will attend school for 2 days per fortnight over four weeks from 15 June
- Year 10 will be evenly split into four cohorts. Each quarter on the Sleaford Campus will consist of up to 70 students and 22 students on the Ruskington Campus. No Year 10 class will exceed 8 students.
- Year 12 will be in for two days per option block as per a rolling programme over the five weeks of term. They will be expecting to be taught for all six periods in each of the two days and this may be by more than one member of staff if desired.
- Each Year 12 option block has been divided into three sub-blocks and only one sub-block is on campus on each day.
- Year 12 classes are generally smaller than Year 10 classes. Some of the larger classes have been split into two classes with a teacher each, some others have been split into two classes and placed in separate sub-blocks so that only one group is in at a time. No class size exceeds the safe number for the classroom assigned.
- Key worker / vulnerable provision has been steadily increasing. At Sleaford, we have staffed three Year 7, three Year 8 and two Year 9 / 10 classes every day. At Ruskington, we have staffed two Year 7, two Year 8 and one Year 9 / 10 class every day. If this proves excessive, we can scale it back.



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- Teaching staff will only be required to attend when they are involved in face-to-face teaching, plus a duty per week which will be adjacent to their teaching slot. As far as possible, lessons will be in doubles or similar clusters.
- Vulnerable staff and staff who live with vulnerable staff, will not need to undertake a duty. Staff who wish to, will still be able to undertake an additional duty for payment.
- The Senior Leadership Team will be on duty before and after school every day and at every break and lunch.
- **The register must be taken in each lesson** due to not having the registration period. It is vital that the register is taken at the start of the session in silence. Attendance is going to be closely monitored. A schoolcomms message will be sent to parents based on the registers and absence line.
- Period 5 / 6 teachers must escort their own students to the handwashing sinks outside at the end of the day.
- The timings of the day have been summarised on a poster which will be in every classroom and have been sent to the students.

Bells will ring at the first stagger time to establish the beginning of the movement slots. Please use your clocks and watches carefully during the day. Place timing posters on your board / in diaries if you need too.

## DUTIES -

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Staff will be expected to do one duty per week. Please volunteer to do a duty when the timing works for you with regards to your timetable. We will need staff on handwashing checks, in the canteen, around toilet areas, on the field. The key focus for all duties will be to reinforce our key messages and ensure calm behaviour.

STAFF WELLBEING - WE REALISE IT IS A WORRYING TIME FOR US ALL. IT IS IMPORTANT THAT WE SPEND TIME TO CONNECT SOCIALLY WITH COLLEAGUES WHEN WE CAN. LOOK AFTER EACH OTHER AND SHARE ANY CONCERNS WITH MIDDLE AND SENIOR LEADERS. WE ARE ALL IN THIS TOGETHER, AND TOGETHER WE ARE STRONG. 😊

## THE STAFFROOM/ DEPARTMENT MEETING PLACES –

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These will not to be used by staff in the usual way as we need to follow social distancing rules and they are generally too small to facilitate that. The use of these needs to be staggered when making hot drinks. You may wish to bring a hot drink flask in instead. You will need to wash hands, use sanitiser when using the fridge for example – we all share so much in our staff rooms, so be mindful. Ideally, bring all that you need in a cool bag. You may wish to then 'meet and socialise' in a classroom sitting at the student desks which are socially distanced already. Wipe these down, sanitise hands before and after eating or drinking and wipe the desks down again afterwards. You would be well advised to wipe the chairs where they have been touched too. We have assigned staff only outdoor space for socially distanced time with your friends and colleagues. At Sleaford Campus may use the Sunken Lawn area, at Ruskington staff may use the Governor's Gardens area. Students are not to access these out of bounds areas. Perhaps bring a picnic rug or your own camping chairs to sit on. The wooden benches are cordoned off and are not to be used.

THESE ARE NOT SANITIZED AND WOOD GRAIN HARBOURS CONTAMINANTS.

## OFFICES –

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Ensure you maintain the 2m social distancing measures. Aim to have a window and door open to circulate the air. Please move furniture if you share an office or come to an agreement to stagger the use.

## MEETINGS WITH OTHERS –

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Ensure you maintain the 2m social distancing measures. Remember to not make physical contact, i.e. Hand shaking. The charter has stated that parents and carers will email or phone rather than coming into school for meetings. There should not be unannounced visitors coming into school.



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## USING THE CANTEEN –

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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. If you can eat outdoors that would be more preferable. Use the hand sanitiser before eating. Each individual is to be responsible for clearing up after themselves – moving their own plates and rubbish etc. to the allotted areas. The one-way system is to be followed for entry and exit to the canteen. The biometric **thumb** payment is not to be used to limit contamination. The canteen staff will instead keep written lists. Use the hand sanitiser again after eating or move outside and wash your hands before coming back in. Canteen staff will pass you a clean tray and cutlery.

## BREAK & LUNCH – SOCIAL FREE TIME

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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. Eating can only take place in the canteen or outside. Students are not to eat in any classrooms, even if it is raining. Students will be supported to maintain their social distance during breaks and lunch with suggested activities and supervisory staffing levels will be very high. They will be expected to go outside and get some fresh air, maybe partake in sports / fitness activities, as per the guide produced by the PE department. Students will be allocated to specific areas to ensure social distancing. In the event of wet weather, the students will need to use sports halls and remain at a social distance seated on the floor. The students have been offered a blue ribbon to help them to socially distance. The ribbons are constructed with **handles** which are measured out. This means they can walk around or easily sit outdoors with a group of friends and remain at a safe distance. One end of the ribbon will have a loop for the owner to hold. Their friend can hold the other end and they keep the ribbon taut to ensure 2m apart. As with all equipment, it is really important that they have washed their hands before touching it and make sure it is washed when they get home.

## FORM TUTOR REQUIREMENTS –

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There will not be a registration period each morning. However, we are aware that all Form Tutors have been in touch with their form members continuously through the working from home period anyway. We would ask that this continues throughout term 6.

## PASTORAL SUPPORT, SPMS / ASPM'S / LM AND FAMILY SUPPORT –

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Have been working with vulnerable students and families throughout. This will continue remotely and any **face to face** meetings that are needed (TAC, CAMHS etc) can now take place but must observe the social distancing measures. There will be a rota on both campuses with someone from Student Support services and an SPM in each day. At Ruskington Campus the two members of staff will be in the Library. At Sleaford the staff in the Key Stage 4 office area.

## STUDENT BEHAVIOUR –

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We must instil our basic expectations and consistency is paramount at this time for everyone's safety. Should any student fail to follow an instruction and jeopardise yours or any student's safety, then they will be sent home and work from home there on in. Use the SLT removal system for this and do not send students out into the corridors. There will not be the RRR facility due to social distancing. Continue to use **GO for Schools** to log events. The Student & Parent / Carer charter clearly states that we will not tolerate poor behaviour which jeopardises others.

## ASSEMBLIES –

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These are all currently cancelled. Staff and students may still use the online assemblies set when we were working from home.

## EXTRA-CURRICULAR ACTIVITIES –

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There will be no clubs, trips or activities taking place during or after the school day. We need to limit and avoid the instances of students coming together via these types of setting. There will be opportunity for exercise, such as singles



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socially distanced tennis and table tennis, track running or walking, just dance and dance fitness, rounders / softball, golf football and zoned football. Hands will need to be sanitized and students aim to use the same bat / racquets and balls throughout. The equipment needs to be smooth surfaced (**No fuzzy tennis balls!**) so it can be wiped and washed. Long hair must be tied back and students do not touch their face during activity.

## ILLNESS –

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If a student or member of staff has symptoms of coronavirus they must ensure they inform school (HR and Line Manager) straight away.

In the event of a pupil or staff member becoming ill whilst at school with a new, continuous cough or a high temperature, or with a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

Such individuals will be advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access. 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 (COVID-19), and are encouraged to get tested in this scenario.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive

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 **bubble**, and all staff associated with them, will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Individuals who are contacted as part of the **Test & Trace** programme should follow the specific government advice given at the time.

Medical facilities remain in school. At Ruskington, Medical will be situated in the COG, and if anyone needs sending home, the medical room will be the **holding room**. At Sleaford, the COG will be the **Holding Room**.

Please refer to the Academy's COVID-19 Risk Assessment for more details on any of the above. This guidance has been taken directly from the current national guidance and will be closely monitored and adapted in line with future changes to national guidance

## FIRE ALARM / FIRE SAFETY –

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It is vital that everyone evacuates as we usually do in a calm manner. **HOWEVER**, students must walk 2 metres behind each other in a sensible manner escorted by their current class teacher. You may need to **ignore** the one-way system as you must vacate the buildings via the nearest external door. At Sleaford, Year 12 will line up on the front playground, Year 10 on the basketball courts and key worker classes on the back-courts, as per usual. At Ruskington, all students will line up on the field, as per usual. The key difference is that students will line up in their current class group with the current teacher to take the register **NOT** with Form Tutors as we used to. Fire officers and named SLT will have radios, do the usual checks, remove the wedges from each internal door on checking areas are evacuated. Individual teachers must remove their classroom door wedge and close their windows, as per usual.