

Brooke Weston Trust



Brooke Weston



Guidance for Vulnerable and
Key Worker Students in School

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Introduction

Welcome to our guide for school during COVID-19

Brooke Weston Academy has taken a number of actions to ensure that students can work safely whilst at school. Space is limited, and therefore we need to work with parents and carers to ensure that coming in to school is absolutely necessary. Online learning and Teams will remain the predominant platform for student learning, and therefore computers are still in use everyday just as they would be at home.



The following should be noted about the school day:

- There is a limited bus service and students require dropping off and picking up
- The school is open from 08:35 to 16:05, and is closed promptly thereafter
- We only use specific areas of the school in order to allow effective cleaning
- A Pod system is in place to ensure that students and staff are social distancing
- To limit contact there is currently **no specialist teaching** for the students
- All teaching is happening on Teams and through assignments or online packages
- Students at school will access work by using computers, as they would at home



To help us ensure we are able to effectively co-ordinate the pods we also need to have student places confirmed weekly, along with packed lunch option: <https://bit.ly/2UvgUcU>

What is the purpose of this document?

This document helps to explain these changes, helping to prepare you and your child for what to expect between now and the end of term.

We hope this document will:

- Give you an outline of what our new school environment will look and feel like
- Reassure you that we will do everything we can to ensure our schools are as safe as they can be for students and staff
- Help you to make the decision about whether or not you feel returning to school is right for your child at this time
- Support you in preparing your child to return to school



We hope that you understand our decision and that you continue to support us in providing an education for all of our students, whether they attend school or not.

School Day Information

Changes to the school day

School will be open for critical and key worker students from 08:00. All students must be in the Academy for the start of the school day at 08:35 and the day will end at 16:05 with no staying on. Students will be allocated pods and remain in these pods. Year 10 students attending daily will have the opportunity to join a weekly pod in the Weston Theatre where specialist teaching will be offered in core subjects. The remaining four days will involve students engaging with online learning delivered via Microsoft Teams.



The school day

Each school day will start at 08:35 and students will move to their pods. The day has been structured to enable all students to engage with online learning set by their classroom teachers. The day incorporates break out sessions which maintain social distancing measures. The day ends at 16:05.

The curriculum

Students will engage with the online learning provision set out within the Home Learning Policy. To help aid and accelerate online learning, Year 10 will be taught the core subjects (English, Mathematics, Science, Humanities and Modern Foreign Languages) by a subject specialist during their time at school once a week. All of the content taught at school will also be available to the students online.

Contingency plans

Schools will always need to make sure there is the right ratio of staff to students. In the unlikely event that we need to review the provision we are able to provide based on staff absence, our highest priority will be to support key worker children and vulnerable students.

If there any changes to the provision at any stage, we will get in touch with you as soon as possible to let you know of the changes to the arrangements.



Student Places

Booking your child's space and lunch arrangements

Our booking system using Microsoft Forms will be open every week on Thursdays and close at midnight. The booking form can be accessed here <https://bit.ly/2UvgUcU> and a reminder will be sent out every week.

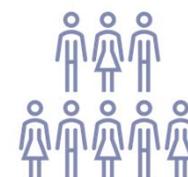
We will need you to indicate **YES** or **NO** each week as to whether your child will be attending. If your child does return to school, normal attendance procedures will apply. This means that if your child is unable to attend school for any reason, you must inform the school on the morning of absence (by 08:30) by contacting the school on 01536396366 or emailing bwaattendance@brookeweston.org.



Pods

All students will be placed in small groups known as pods. The aim of these pods is to minimise contact with other students, and reduce the risk of spreading COVID-19. The pod will be taught together and will have breaks and lunchtime together.

Students will not be taught by subject specialists but a qualified teacher will be present to supervise each pod.



Behaviour

We have updated our behaviour policy to reflect the government's COVID-19 guidance for schools. Our new behaviour policy can be read in full here:

<https://www.brookeweston.org/attachments/download.asp?file=532&type=pdf>

All students who return to school will be required to adhere to this new behaviour policy as normal. If anyone consistently breaches these requirements, they will be sent home, parents will need to immediately collect them and they may not be able to return to school until September.



Travelling to school

Travelling to school

The start and end of the school day will be staggered to ensure as little crossover between students as possible. You can find your child's allocated start time in the attached covering letter.

The scientific guidance is clear that the greatest risk to students returning to secondary school relates to their social interactions outside school. This includes travel to and from school and their social gatherings after school.



It is therefore important that students do not mix with peers outside of their pod group on their way to and from school. We ask parents to support us by restricting contact with others outside of school hours, in accordance with government guidance. Where breaches are reported, the school will follow the latest government guidance.

We also strongly recommend that students walk or cycle to school to avoid a build up of cars and movement of people on the roads surrounding school.



Following recent government guidelines, those using public transport must wear a face covering on their journey to help reduce the risk of transmission where social distancing might not be possible.

Drop off and collection

When parents are waiting to drop off or collect their child, social distancing should be maintained at all times and if you are in a vehicle you should stay in it until it is your child's turn to be dropped off or picked up.



Please note that access around the school will be through nominated access points and there will be a one-way system in operation around the site to prevent congestion. There will be clear signage and staff to direct you.

To ensure we can safely facilitate students' exit, we ask that you contact your child via mobile when you have reached the pick up point.

Social distancing

Parents

- Parents must **NOT** approach staff at the academy entrance and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- We strongly advise that students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Students should not enter the site before their allocated arrival time
- If parents do have to drop students off by car they must drop off in the allocated areas and leave immediately, again not before the allocated arrival time
- Students need to leave the school premises promptly and must not congregate in groups outside the school



Social Distancing

In the learning areas

- Each pod of students will be kept completely separate and will not mix directly
- Students must maintain social distancing. We appreciate it will be very difficult for them, but students must not have any physical contact with each other, **including hugging or shaking hands**, each pod must remain at least 2 metres apart at all times
- Throughout the day, students will be working online using Microsoft Teams to complete assignments set by their subject teachers.
- There will be no specialist teaching and it is expected that students will work independently and headphones are allowed to support online learning.
- All personal items must be kept in a bag and accessed only by the owning student. All items must go home with the student
- Students cannot access books from the school library or use the lockers
- If your child has an educational health care plan, a risk assessment will be undertaken to establish if it is safe for them to return to school. We will discuss this with you individually if this affects your child



Breaks

- Each group will have separate break and lunch times. The pods will be allocated a breakout area to use for these
- The school has been providing a packed lunch for all students and this needs to be booked in advance now and by Thursday the week before.
- When moving to breakout areas, students will be staggered and must observe social distancing rules at all times
- Students will be allowed to use the allocated toilet as required during the course of the day. Staff will be monitoring the flow of students to the toilet to ensure social distancing
- The students will eat their lunch in their pod in a designated breakout area. Pods will not mix during break and lunchtimes
- There will be no breakfast and after school club facilities
- All students will leave the academy on a staggered basis as directed and in accordance with the timetable



In the event of illness

Symptoms of COVID-19

The main symptoms of COVID-19 are:

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



The Government encourages staff and students attending an education or childcare setting to get tested if they display symptoms of COVID-19. The Government has also introduced a test and trace system. For an overview of the NHS test and trace service, including what happens if you test positive for COVID-19 or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

What will happen if a pupil or staff member shows COVID-19 symptoms in school

In the event of a student developing symptoms of COVID-19 whilst attending school, parents will be contacted **immediately** and must collect their child **immediately**. The family will be advised to follow NHS guidelines and not return to school until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the school will contact Public Health England (PHE) immediately and act according to their advice.

Parents will need to make sure they are able to collect their child immediately if needed. We recommend that you talk to your employer about these arrangements as soon as possible if another adult in your household cannot do this for you.

While awaiting collection, a student displaying virus-like symptoms in school will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the child. Once the student has been collected, the area used to isolate them will be thoroughly cleaned by a colleague wearing appropriate PPE. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

What you should do if your child or a member of your household shows COVID-19 symptoms outside of school

If any member of your household displays symptoms of COVID-19, your child should **not** come into school and we advise that your household isolates at home in line with the NHS guidelines. You should inform school as soon as possible by phoning our office and your child should not return to school until the isolation period is over and they are no longer symptomatic.

Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out a number of measures too.

Our promise to you

- Cleaners will be in school throughout the day to regularly clean classrooms, toilets and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- Staff will clean down contact surfaces and common touch points regularly
- All students and colleagues must thoroughly wash their hands or use hand sanitizer upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each student will have their own equipment and these will not be shared with other students
- All classrooms and venues will be cleaned once all students have departed
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed



What we expect from you and your child

- Students will not be permitted to bring items from home into school, except a water bottle and lunch box (if required). This includes school bags and pencil cases. Water bottles and lunch boxes must be washed thoroughly each day
- Students can bring in packed lunches. They will be kept on their individual table throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day
- For the remainder of this academic year, students do not need to wear school uniform but clothing will need to be appropriate for school. If students are wearing inappropriate clothing you will be asked to collect them
- It is expected that students' clothes will be washed when they arrive home and that they will wear fresh clothes when they are next in school



Useful information

Emergency contact details

Telephone: 01536 396366

Email: BWKeyWorkerReturn@brookeweston.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS Test and Trace

The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

For an overview of the NHS test and trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>



NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.