**Student**

**Op**

**Covid**

**Operational Procedures**

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| Returning to school | * Students should not come to school if they show any of the symptoms of Covid 19.

Main symptomshigh 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 normalMost people with coronavirus have at least one of these symptoms.* Parents should arrange for a child displaying symptoms to be [tested](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/) and advise the academy.
* Students will need to wear full school uniform
* Students will need to bring lunch, snacks and any refreshments (water or soft drink – no fizzy drinks) for the day. Students who are entitled to a Free School Meal with be provided with a packed lunch
* Students should bring their own hand sanitiser and tissues to supplement the hand santising stations in the academy
* Students will need to bring their own equipment (as detailed in the policy). Equipment will be checked during Mentor time
* Students will not be able to share any of their equipment or belongings with other students
* Students must adhere to the Behaviour Policy. Behaviour that puts the student or others at risk will not be tolerated. Sanctions will be put in place for non-adherence (the Alternative Learning Centre will operate as normal)
* It is imperative that up to date contact details are held for each student
 | * All students
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| PPE including face coverings and face masks | * Government guidance states that PPE in secondary schools is not necessary (with exceptions such as first aid, and intimate care)
* We appreciate some students may need to wear a face covering if using public transport or may wish to wear face coverings on the way to and from school. These should be removed and stored in a plastic bag in the students school bag whilst they are in school.
 | * All students
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| Entering the academy site | * Students are encouraged to walk or cycle to school
* Students should arrive, by 8.25am, using their designated entrance and make their way to their outside zone:

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| **Year Group** | **Entrance** | **Zone** |
| 7 | Mallard Road pedestrian entrance | Canopy Area behind Art Block |
| 8 | Field Gate | Quad 1 (between Science & Humanities) |
| 9 | Main Driveway | Rose Garden (between Hall & Canteen) |
| 10 | Field Gate | Quad 2 (between Humanities & Art) |
| 11 | Mallard Road pedestrian entrance | Sports Hall |
| 6th Form | Main Driveway | Straight to class  |
| Cyclists | Cycle entrance – students should lock their bike in the bike shed before making their way to their Year Group zone using the most direct route |

* Students will line up in Mentor Groups in the appropriate zone prior to being escorted, by staff, to their Learning Zone
 | * All students
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| Going to Learning Zone | * To minimise the risk of transmission students will have their lessons in Learning Zones

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| **Year Group** | **Learning Zone** |
| 7 | Humanities, E002 & E006 |
| 8 | Lab 1 & 2, A016, B108-B112, E003 & E005 |
| 9 | Science & C004 |
| 10 | English |
| 11 | Maths |
| 6th Form | Classes as advised |

 | * All students
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| Classrooms  | * Ventilation is essential, windows and doors should be propped open to allow good air flow
* Students should use hand sanitiser on when entering and leaving each classroom
* Students will remain in their allocated learning zone during lesson time
* Classrooms will be thoroughly cleaned at the end of each day
* Students should adhere to the ‘catch it, bin it’ for coughs and sneezes, and tissues & bins will be provided in each classroom
 | * All students
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| Lesson time | * Students will be advised of the seating plan for each lesson and should adhere to this
* Whiteboards to be used by students to share information with staff and other students
 | * All students
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| Toilet facilities | * Students should only use the unisex toilet facilities allocated to their Learning Zone

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| **Year Group** | **Learning Zone** | **Toilet Facilities** |
| 7 | Humanities | PE |
| 7 | Art (E002 & E006) | Art A |
| 8 | Lab 1 & 2, A016, B108-B112 | Hall A |
| 8 | Art (E003 & E005) | Art B |
| 9 | Science & C004 | Hall B |
| 10 | English | English |
| 11 | Maths | Maths |
| 6th Form | As allocated | Designated toilets in Hall A & B |

* Students must ensure that they wash their hand thoroughly after using the toilet
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| If a student becomes unwell | * If a student feels unwell during a lesson they should advise the teacher immediately who will advise the First Aid (FA) team of the reasons the student feels unwell
* A member of the FA team will come to the class and collect the student and their belongings

**FIRST AID*** The FA team will wear full PPE when dealing with any students who may become ill whilst at the academy
* If the student is displaying any signs of Covid 19 the student will be isolated and a member of staff will telephone home to arrange for the student to be collected.
* If the student is needing first aid for an injury this will be dealt with in the first aid room in line with First Aid policy
 | * All students
* First Aid Team
* First Aid team
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| Change of lesson | * Lesson change will be indicate by a bell 3 minutes before the start of the next lesson
* Students will remain within their learning zone but may need to change classrooms between lessons
* If changing classroom students should use hand sanitiser on entry to the new classroom
* Students who are remaining in classroom should prepare for the next lesson and work on the Knowledge Organiser for that subject
 | * All students
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| Student break times | * Students should use hand sanitiser when leaving the classroom at break and lunch time
* Students are allocated outside zones for use during break and lunch times

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| **Year Group** | **Break & lunch Zone** |
| 7 | Canopy Area behind Art Block |
| 8 | MUGA |
| 9 | Rose Garden (between Hall & Canteen) |
| 10 | Quad 2 (between Humanities & Art) |
| 11 | Nave & Quad 1 (between Science & Humanities) |
| 6th Form | Upper canteen area |

* Students may use the field if remaining socially distanced
* Students entitled to a Free School Meal should collect this from their zone

If raining

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| **Year Group** | **Break & lunch Zone** |
| 7 | Canopy Area behind Art Block |
| 8 | Quad 1 (between Science & Humanities) |
| 9 | Rose Garden (between Hall & Canteen) |
| 10 | Quad 2 (between Humanities & Art) |
| 11 | Nave & Hall |
| 6th Form | Upper canteen area |

* Students should return to their arrival zone at the end of break and lunch
* Students should line up in their next class and will be escorted to their learning zone by their class teacher
 | * All students
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| End of student day | * Students will be dismissed in year groups
* Students will be escorted to their exit by class teachers

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| **Year Group** | **Time** | **Exit** |
| 7 | 3.00pm Mon – Thurs, 2.00pm Fri | Mallard Road pedestrian entrance |
| 8 | 3.00pm Mon – Thurs, 2.00pm Fri | Field Gate |
| 9 | 3.05pm Mon – Thurs, 2.05pm Fri | Main Driveway |
| 10 | 4.00pm Mon – Thurs, 3.00pm Fri | Field Gate |
| 11 | 4.00pm Mon – Thurs, 3.00pm Fri | Mallard Road pedestrian entrance |
| 6th Form | When classes finish | Main Driveway |
| Cyclists | Make their way directly to the cycle sheds and leave promptly using the cycle path |

 | * All students
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| Culture for Learning | * The Culture for Learning, Rewards and Sanctions remain the same
* The Alternative Learning Centre will be located in the Sports Hall
 | * All students
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| Emergency Evacuation | * In the event of the need for an emergency evacuation usual procedures will apply
* Students, staff and visitors should calmly make their way to the field using the nearest emergency exit
* Students should line up in alphabetical order within their Mentor Group at the allocated area
* Staff will register their Mentor Group and advise the Attendance Officer of any students who are unaccounted for
 | * All students
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