March 2021

St Wilfrid’s church of england academy

PARENT & STUDENT AGREEMENT: COVID 19



#  **Section 1: Uniform**

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| Uniform and equipment |
| * **All students must to wear the full Academy uniform** in-line with our uniform policy, with no exceptions.
* Any items such as exercise books, iPad, packed lunch and stationery must be carried in the students’ school bag; PE *kit should only be brought in for lessons/organised extra-curricular activities.* **As students will not be able to access lockers it will not be possible to store kit or other items in these.** All items brought in including coats will need to be carried by the student during the day.
* Students should arrive at school in their full Academy PE kit on the day they have their timetabled lesson
* To minimise the cross-contamination risk, students may bring in their own headphones to support learning in lessons; where students do not have these, they will have access to a loaned set if necessary.
* The Behaviour for Learning policy outlines which items are banned within our Academy; however, we wish to highlight that **aerosols** are strictly prohibited. Students will not be able to share sports’ equipment such as footballs and basketballs at break and lunch; such items must not be brought into the Academy. If students disregard this, items will be confiscated and parents/carers will need to collect these.
* Although iPads will be used to access learning within classrooms, the use of mobile phones continues to be strictly prohibited for KS3 and KS4 students within the Academy building/grounds. 6th Form students are permitted to use mobile phones within the 6th Form Common Room but not within the main building / grounds. Any mobile phones seen by staff will be confiscated in line with the Behaviour for Learning policy.
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# **Section 2: Minimising contact and mixing when using public transport to/from the Academy**

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| Transport arrangements to / from the Academy |
| * Students should, where it is feasible and safe to do so, walk or cycle (wearing a cycle helmet) instead of utilising public transport. All students must follow government guidance and local, enhanced restrictions, where applicable, on their way to and from the Academy. At the end of the Academy day students should return home immediately and not congregate with others in large groups on or off site.
* Parents/carers who drop their child off by motor vehicle are asked to follow the steps outlined in **Section 3**.
* Students who mustuse **public transport** will be able to travel on public buses. Where possible students/parents should purchase tickets online or use contactless payments to help stop the spread of the virus. Where this is not possible, students are advised to wash their hands/sanitise before and after travelling. Face coverings are mandatory on all public transport.
* Where students travel by **Academy bus services (dedicated school transport)**, the capacity may be restricted with places available for students who have purchased tickets in advance. There are a number of options: a season ticket is ideal for pupils who travel regularly on school transport. Season tickets can be bought for a term or for the whole school year. A second alternative is to purchase a pre-paid voucher book for students requiring a more flexible option. Applications for either option should be made in advance. Details are available via this [link](https://www.blackburn.gov.uk/schools-and-education/school-transport). Parents must also have notified the Academy in advance of the need for dedicated school transport via the questionnaire that has been circulated. The **use of face coverings is compulsory on all school and public transport.**
* Students must follow the guidelines related to health and safety whilst using all buses. Students should not get out of their seats and walk around in a moving vehicle but should stay in their seat until the vehicle is stationary. Students should only sit next to peers from their year group whilst travelling. Older students should sit to the rear of the vehicle with the youngest students seated at the front. The youngest students should disembark first from the front of the vehicle followed sequentially by other year groups. This should be completed in an orderly fashion, respecting social distancing measures wherever possible.
* Students must always behave sensibly and appropriately on the buses to ensure the safety of all passengers. Any student who is in breach of these guidelines, or who is uncooperative with instructions/rules explained to them by the bus driver, may be refused further opportunity to travel on these services.
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# **Section 3: Arrival and departure to/from the Academy**

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| Protocols for students **and** parents/carers when arriving and leaving the Academy |
| * The Academy **buildings will open to all students from 8.15 am only**
* Handwashing/sanitising facilities will be available near to building entrances and students must use these when entering via their designated entry into the building.
* **Students arriving by motor vehicle** must be **dropped off, and collected, away from the Academy site**. **There will be no access for parent/carer vehicles onto the site at the start and end of the school day**, unless this is due to a specific SEND requirement **for a student** as agreed with the Academy. Parents must not congregate on-site or just outside the gates. Parents and carers must arrange to meet their child at an off-site meeting point.
* **Sixth Form students** who drive to the Academy **must not park on-site** and are advised not to car-share with people who are not members of their own household.
* Students must follow current national face covering guidance (this can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf)). **As per updated guidance students are now expected to wear face coverings both in lessons and in communal areas.** If parents/carers are struggling to acquire a face covering for their child, the Academy may be able to provide a reusable face covering. All **reusable, cloth face coverings must be** **washed and thoroughly dried** at home **prior to reuse** in the Academy.
* Removed face coverings, must be placed in a sealable plastic bag and kept in the student’s school bag during the school day. Disposable face coverings need to be placed in a sealed bag and placed into a lidded bin as soon as they are removed.
* **At the end of the day**, students must leave the Academy via their allocated exit point, whilst maintaining current social distancing measures.
* Where students are travelling home on Academy buses, they must follow the instructions of staff who will monitor embarkation to ensure safe social distancing measures. Students should follow guidelines related to social distancing and appropriate behaviour on this transport as outlined in ***Section 2: Minimising contact and mixing when using public transport to/from the Academy.***
* Students who are being collected by motor vehicle must make their way immediately to rendezvous with their parent/carer beyond the boundaries of St Wilfrid’s property. Parents/carers are respectfully reminded not to park immediately outside the Academy where road markings prohibit waiting/parking.
* If students are walking home, they must leave the Academy site immediately once they have exited the building, unless they are attending an event organised by staff. Students must not congregate in groups on or off site whilst in uniform.
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| **Section 4: Minimising contact and mixing within the Academy environment** |  |
| The Academy day, environment and timetable |
| * In line with the Government’s most recent guidance ([link available here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)) **all** students, in all year groups, will be expected to return to the Academy full-time from 8th March, **unless they are ill, isolating or in quarantine**. Please note, the first day back for students varies to facilitate testing. This is explained in the video and letter sent to all students/parents and accessible on our website w/b Monday 1st March.
* Students are in year group bubbles and will attend classes and a form tutor period within their set ‘zone’ each day. Students must only mix and interact with peers from their year group during the Academy day and will be encouraged to keep their distance from each other within these groups as much as is feasible.
* The structure of the Academy day has been adapted so students will move directly to their first lesson from their entry/queue point. Morning registration will take place in period 1 (8.50 am) and afternoon registration will take place in the extended form period either before or after lunch. Form period will allow the delivery of an enhanced PSHE programme to support our students as they return to the Academy. Class registers will be taken every lesson.
* Large gatherings such as assemblies or collective Worship will be kept to a minimum and limited to single year groups. Virtual media will be used to maintain regular Worship and Business Assemblies for the foreseeable future.
* Where, in exceptional circumstances, there is the need for a student to pass through another year groups’ zone, **they must always be accompanied by a member of staff**.
* Break and lunchtimes are staggered to minimise the number of students out in the open spaces at the same time. Each year group bubble has a socialising space for break and lunchtime. Students must remain within this space and year group bubble and observe sensible social distancing. Good hand and respiratory hygiene habits should be maintained.
* During inclement weather, students will attend their allocated indoor venue at break and lunch. There will be no mixing of students within these zones.
* Students are required to bring a packed lunch (including a drink) until further notice. Grab bags will be provided for students who are entitled to Free School Meals until further notice.
* Students should use the toilets allocated to the teaching zone they are in; toilet facilities will be cleaned on a regular basis and between groups as appropriate.
* When outside of their bubble classroom, students must always keep to the left of the corridor as they move rooms. Students must make their way promptly to their next classroom or queueing point, maintaining sensible distancing from others wherever possible.
* Lesson changeover will be supervised by additional staff to ensure students are following the COVID-19 secure measures in the Academy
* Sanctions in line with the Academy Behaviour for Learning Policy will be applied if a student breaches any of these expectations.
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| **Section 5: Learning within year group ‘*bubbles’*** |  |
| Expectations for learning in the Academy |
| * Students will be taught by their subject teachers in classes within assigned year group bubble zone.
* The layout of classrooms has been modified in line with government guidance with students seated side by side and facing forwards, wherever possible. Students will not sit facing each other. Students must not sit at a desk/bench space that has been taped off.
* Students will be allocated a seat in each of their lessons as directed by the teacher and must sit in their allocated seat, wearing a face mask for each of their lessons in that classroom. Students are not permitted to move out of their allocated seats unless they are instructed to do so by their class teacher.
* Teachers will deliver lessons from a designated position at the front of the classroom. It may be necessary at times, for a teacher to move out of their designated position at the front of the classroom, however this will be kept to a minimum. Students must not step into the teacher zone marked on the floor in each room.
* Where students require additional 1:1 support from the SEND team, they will still receive this; however, this will be done whilst still maintaining appropriate social distancing/COVID secure measures; any support will be compliant with that laid out in the student’s risk assessment.
* When students are required to use their iPads, the teacher will monitor work being completed via the Apple classroom app, providing support where it is needed, whilst maintaining appropriate social distancing.
* Where students fail to follow the guidance or staff instructions, this will be recorded via SIMs as demerits. Merits and demerits are available for parents/carers to view via the Parent Access Window platform. Any student who consistently falls short of these behaviour expectations will receive sanctions in-line with the Academy’s Behaviour for Learning policy (amended for COVID-19 and valid until further notice).
* The Academy will keep this guidance under review and any changes to the on-site teaching and learning arrangements will be communicated to parents/carers and students.
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| **Section 6: Hygiene and cleaning & what happens if a student (or household member) displays symptoms or test positively for COVID**  |
| A: Hygiene and cleanliness routines |
| * Upon arrival and at regular intervals during the day, students must wash/sanitise their hands, following the *‘*[*six steps to hand washing’*](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) model. Sanitising and antibacterial products will also be available within each bubble classroom and students will be encouraged to clean/sanitise their hands thoroughly more often than usual.
* Students must follow good respiratory hygiene. Tissues will be available in every classroom for students should they require them and all people in the Academy must follow the [*‘Catch it, Bin it, Kill it’*](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf)guidance.
* Any deliberate coughing, sneezing or spitting in the direction of any other person will be deemed to be a serious breach of the COVID secure measures and students will face serious sanctions in line with the Academy’s Behaviour for Learning policy.
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| B: Arrangements if a student (or a family member) becomes unwell with symptoms of Coronavirus |
| **If this occurs during school hours, within the Academy:*** The student will be assessed by a nominated first aider and symptoms checked in-line with [NHS guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/). If symptomatic, the student will be isolated in the COVID-19 isolation room and a parent/carer or family member must collect the student from the Academy as soon as possible;
* Any student with COVID-19 symptoms must get a COVID-19 test and all members of the household must follow track and trace guidance and isolate as per this guidance.
* A parent/carer must inform the Academy as soon as they are in receipt of the outcome of a COVID-19 test for a student, to enable the Academy to take any necessary action in line with PHE advice.
* Prior to a student returning to the Academy the parent/carer are asked to confirm a negative test result. [*Further information about NHS COVID-19 testing can be found here.*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process)A student who tests positive must isolate for the time indicated in [this guidance](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) and only return to the Academy if they have no temperature after the isolation period has ended.
* If a confirmed case occurs within the Academy, PHE advice will be followed including any track and trace requirements. The Academy will communicate with students and parents/carers as necessary with further detail and the next steps that need to be taken.

**Outside of Academy hours: -*** A student must stay at home and not attend the Academy until appropriate testing and/or isolation has been completed if either they, or a household member, displays symptoms, or if they are contact by Test and Trace operatives.
* Parents/carers are advised to contact the absence line and leave a message outlining the students name, their last day of attendance at the Academy, the date of the onset of symptoms/contact with a symptomatic or positive test person and the date that the coronavirus test has been booked for. All members of the student’s household should follow the [‘*PHE stay at home guidance’*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) . If a family member tests positive, the same steps must be taken to alert the Academy and follow the guidance. Parents/carers can seek further advice related to COVID symptoms within children and the recommended next steps within this [Coronavirus in Children](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/) document.
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| C: Medical considerations and data collection prior to student returning to the Academy |
| * It is the responsibility of the Parents/carers to provide up to date information to the Academy relating to allergies including intolerances to cleaning products, anaphylaxis triggers and seasonal allergies such as hay fever.
* All students, including those previously classed as clinically vulnerable and clinically, extremely vulnerable are expected to return to the Academy in March. Students who live with a family member who is, or has been shielding, are also expected to return in March. Further guidance for those at high risk (previously clinically extremely vulnerable) and local, enhanced restrictions in BWD can be found [here](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/).
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**Section 7: Expectations of Parents/Carers**

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| We expect parents/carers to support the Academy by complying with the points identified below |
| * Ensure your child attends the Academy **every week day**, unless unwell. If your child is unwell (non COVID-related) you should follow the Academy’s normal absence procedure as outlined in the Attendance and Punctuality policy.
* Follow the guidance and procedures outlined in ***Section 6 if COVID symptoms are displayed by a student or a member of their household.***
* Understand that your child will not be allowed to enter the Academy building **until 8.15am** in the morning and that if your child were to arrive prior to this time they will be asked to wait in an allocated **outdoor space**.
* Understand that your child will need to leave the Academy site at **3.20pm** and not later than **3.45pm** (*2.20pm* and not later than *2.45pm* on a Tuesday) each day, unless they are directly involved in a teacher-led after-school activity; these will finish no later than 4.30pm. The LRC, or any other indoor area, will be unavailable for students to wait in prior to departure from the Academy to minimise risk of cross infection and to facilitate enhanced cleaning schedules.
* Ensure that you **do not enter the Academy car park either in your car or on foot** at the start of or at the end of the Academy day and make necessary arrangements with your child for a sensible **drop-off/pick-up location** beyond the boundaries of St Wilfrid’s property. Where the student has a recognised SEND, and they are collected from the Reception area by staff, parents may access the site.
* Understand that meetings with staff will be held on an **appointment-only basis** to ensure a suitably safe and sanitised venue is available. **Parents/carers will not be seen without an appointment. Parental meetings are limited to one parent** only to enable social distancing and to reduce the risk of cross infection.
* Parents/carers must refrain from entering the Reception, unless it is to attend a pre-arranged meeting. All visitors will need to adhere to the COVID-19 secure measures in place in the Academy and must use hand sanitiser on arrival. Any parent/carer displaying COVID-19 symptoms must not come on site, nor enter the Academy buildings.
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**Parent/Student agreement:**

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| I confirm that  |
| * As a student, I have read and will follow the guidelines as set out above and understand that I will face sanctions if I fail to follow the guidelines.
* As a parent/carer, I understand that any repeated and/or deliberate defiance of these protocols by my child may lead to me being required to meet with the relevant Assistant Principal to discuss the concerns of the Academy.
* As a parent/carer, I have completed and returned the student medical questionnaire sent out via Firefly, providing the Academy with up-to-date medical and allergy information.
* As a parent/carer, I have provided the Academy with the most up-to-date emergency contact details, including first and second priority contacts and any change of address.
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