



NATIONAL
CHURCH OF ENGLAND
ACADEMY

Covid-19 Behaviour Policy

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Associated documents:			
NCEA – Climate for Learning Policy			
Links to:			
Keeping Children Safe in Education			

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Guidelines for staff

A. Guidelines for teaching staff:

- Staff who are the highest risk (have a letter from the government telling them to shield) or who reside with someone in that category should continue to shield at home. Staff who have a medical risk factor identified by their doctor which places doubt on their capacity to manage infection, should also shield at home. Staff should continue to set work as currently arranged through individual faculties.
- Teachers should continue to set work during the reopening for all year groups
- Staff are to be onsite no earlier than 08.30 and offsite no later than 15.15 for deep cleaning of blocks to begin. Members of the leadership team should arrive no earlier than 07.45.
- Only the main entrance should be used for access to school.
- Teachers need only be present on-site for lessons taught / duties allocated.
- Teaching assistants may be present in classrooms however must also abide to the 2m social distancing guidelines.
- Any work for students must be laid out on desks in advance of lessons to minimize contact.
- Lessons will be based in no more than two classrooms for each teacher, with one desk for exclusive use - see student social distancing guidelines below.
- Windows should be opened to increase the airflow through each classroom in use.
- Staff will need to ensure students are washing their hands regularly as per government guidance.
- Please do not allow any additional students as visitors to the classroom who are not in that designated class.

- Please take your registers immediately at the start of each lesson putting L in the register as usual for lateness. This is especially crucial at the very start of P1 as there is no registration period.
- Paper registers should be taken at the start of periods 1, 3 and 5.
- The attendance officer or a member of the Leadership Team at the start of each period will collect registers. Students should not be sent to House Reception with registers.
- Students will need to adhere to the one way system clearly outlined on site. Staff will be responsible for ensuring that their own class adheres to these guidelines.
- If a student becomes ill or appears unwell during a lesson they should be sent straight to house reception.
- Unwell students waiting to go home before the end of the day will be required to wait in house reception. There will be a separate Covid 19 room for those students displaying symptoms.
- The Behaviour for Learning ladder still applies and should be followed consistently by staff.
- If a student **deliberately or willfully** breaks the Covid 19 Home and Academy Agreement, then the usual level 4 on call system should be used with one student being sent to house reception to request SLT presence.
- Please observe social distancing by remaining 2m away from any person where possible
- Please avoid touching your face or touching any unnecessary surfaces
- Please cough/ sneeze into a tissue or into the crook of your arm.
- Personal protective equipment [PPE] has been discussed at length. The government guidance is not to provide school staff with PPE and as school leaders are not medically trained, it would be unwise to ignore this guidance.
- A member of SLT will be in school every day as will a trained member of the safeguarding team.

Guidelines for site team / Finance / Front Office staff/Reprographics

- There will be at least one member of staff operating main reception and at least one First Aider on site at all times.
- Adequate supplies of handwash, toilet paper, cleaning materials and protective equipment for staff dealing with potentially contaminated areas must be available
- Any photocopying requests must be submitted 24 hours before (minimum) and where possible should be submitted to reprographics electronically to prevent multiple contacts e.g. photocopying from books. Pick up and drop off will be via tables placed in the Canon Williams Hall. Reprographics will then produce content and wrap in single A4 piece of paper to minimise contact. Reprographics will be left in the Canon Williams Hall to be collected by member of staff at the start of each day.

Guidelines for cleaning

- Adequate supplies of handwash, toilet paper, cleaning materials and protective equipment for staff dealing with potentially contaminated areas will be available.

Enhanced cleaning regime during and at the end of the school day

- Every day, rooms that have been used will be deep cleaned. Doors to stairs, corridors, entrances and classrooms can be wedged open by individual staff. Any doors which are closed and not part of the daily teaching rota are therefore to be treated as out of bounds or not to be opened.
- Every classroom will be provided with either anti-bacterial wipes or spray and paper towels to clean down tables at the end of each lesson (to be completed by member of site team, to avoid cross contamination of passing products / social distancing.)
- All keyboards/mice will be cleaned as part of the cleaning routine.

- Desks will be cleaned at the end of period 3 by members of the site team. Rubbish will also be removed at this point as well as at the end of the day and stored for a minimum of 72 hours before disposal.

General organizational details

A. Timetable

Year 10 students:

During this period the academy will adhere to the below timetable with the exception of the week commencing June 15th where the academy will end at 12.30 for a pastoral week.

Timetable from June 22nd (Monday – Thursday; Year 10 will not be on site on Friday unless they are classified as either children of key workers or vulnerable students

Period 1 9:30-10:15

Period 2 10:15-11:00

Period 3 11:00-11:45

Period 4 11:45-12:30

A short break time will be taken during period 3 with individual teachers supervising their respective classes. Students will use only external doors and toilet trips will be managed.

Lunch break 12:30-13.00

C band students will be located on tennis courts or in the Canon Williams Hall if raining.

T band students will be located on the hard court area or the Sports Hall if raining.

Mid-day supervisors will monitor students in each area to ensure 2m social distancing guidelines are adhered to.

Children of key workers/ vulnerable children will use the AstroTurf area and will have separate supervision from mid-day supervisors.

Pd 5 1:00-1:45

Pd 6 1:45-2:30

The provision for key worker/ vulnerable children will be from 08.30 – 15.05 each day and will follow a varied curriculum.

B. Safeguarding / Key Stage / tutor support

Any safeguarding concerns to be logged on MyConcern. Staff should adhere to the Safeguarding and Child Protection Policy as well as the Covid 19 appendix, both of which can be found on the academy website <https://www.nationalce-ac.org.uk/our-academy/policies/>

C. Class sizes

- To maintain social distancing Year 10 classes will be split into smaller groups. The academy will not have more than one quarter of the year group on site at any one time.
- Class sizes will not exceed 10 students
- Specific classes will be arranged in a way that students are spaced 2m apart

D. Movement around school

- Staff and students should adhere to the 2m social distancing guidelines at all times.

E. Timetabling / lesson planning considerations

- Members of staff not required to be in school will be expected to continue to set work for other year groups remotely
- Lessons will begin and end with hand washing. Materials will be available in each classroom which students will access one at a time upon entry
- Practical lessons **which compromise distancing or use shared resources** are not permitted

F. Social times

- Staff and students should bring their own food and drink for social times as the canteen will not be in operation. Those eligible for FSM will continue to have vouchers sent electronically.
- Water fountains will be disabled – students will be required to bring in their own water
- Students will be expected and encouraged to socially distance during this period. They will be escorted to visit toilets and handwash one group at a time (see timetable section above)

G. Hygiene / toilets

- Students must wash their hands at the beginning, at frequent intervals and at the end of the day.
- Only certain toilets will be open for students to use at allocated times. These will be explained by staff on each day and during the pastoral induction sessions.
- Staff are to use toilets in main reception and upstairs in the main corridor. Staff will be required to adhere to social distancing guidelines when using these facilities.
- Students should not enter toilets if this compromises the 2m social distancing guidelines
- Advice on sneezing / coughing into tissues or crook of arm / not touching face must be followed by all stakeholders on site

H. Fire safety arrangements

- In the event of a fire alarm (drill or emergency), students and staff will gather on the hard court area.
- Social distancing will be maintained with students lining up in their allocated classes for that day.
- Groups will be registered on allocated markers – this will be made available to staff on a daily basis. The markers used are as follows:
C12,C10,C8,C6,C4,C2,L12,L10,L8,L6,L4,L2,W12,W10,W8,W6,W4,W2,Y12,Y10,Y8,Y6,Y4,Y2
- A member of the senior leadership team will be on duty each day and will take charge of the registration of groups.

I. Protocol for site visitors

- Visitors will enter via main reception. Visitors will be required to remain in reception and leave via the same doors as soon as practically possible.
- There will be no face to face meetings during this time unless due to a serious safeguarding matter where social distancing will apply.

This policy will be reviewed as Government guidance is released.

Appendix: Home Academy Agreement

Transport to and from school

I the student:

- Agree to observe social distancing on the journey to and from school by:
- If travelling by bus: Remaining 2m from the next person whilst waiting at the bus stop and on the way to the bus stop
- Getting on the bus one person at a time leaving a 2m distance between each person
- Sitting on separate seats to other passengers
- Where possible sitting on alternate rows to other passengers
- Remaining in my seat throughout the journey to and from school
- Getting off the bus one person at a time leaving a 2m distance between each person as I get off and until I get home.

If travelling by car:

- I the PARENT agree to drop off my child outside of the academy site causing as little disruption to the local community as possible
- I the PARENT agree to collect my child at the end of the day outside of the academy site causing as little disruption to the local community as possible
- I the STUDENT agree to observe social distancing by remaining 2m from the nearest person on my way into school from the car, and on my way to the car from school.

Arrival at school

I the student agree to:

- Wash my hands on my arrival to school via the signposted entrance
- Where possible provide my own hand sanitizer (school supplies are limited)
- On arrival proceed straight to my assigned classroom adhering to the 2m guideline
- Have with me all necessary equipment including a bag, drink and any food needed for the day
- If bringing a bicycle, to lock this in the bike sheds whilst adhering to the 2m social distancing guidelines
- Proceed straight to main reception and adhere to hand washing procedures if late
- Take all work home with me
- Follow the 'Catch It, Bin It, Kill It' principle

Collection from school

I the PARENT agree to the following:

- To collect my child from school, within 30 minutes should the school deem that they appear to have become unwell.
- To keep my child at home should they display even the mildest symptom of any illness
- To collect my child from school within 30 minutes should they refuse to comply with the Covid 19 Home Academy Agreement

Movement around school and in lessons

I the student agree to observe social distancing and hygiene guidelines at all times when in school by:

- Remaining 2m from the nearest person whilst moving around the school, in lessons, at the start and end of the day, between lessons and at break time.
- Observing the designated entry and exit points for each room
- Observing the one-way systems in place
- Observing social distancing of 2m per person in all areas of the school including toilets and corridors.
- Complying with the allocated seating arrangements in the class
- Remaining seated at the end of lessons until dismissed by the teacher one person at a time
- Complying with the hand washing instructions given by staff without question
- Complying with the instructions given by staff in relation to designated areas for social times
- Observing the assigned toilet facilities and arrangements outlined by staff
- To take home all personal work and equipment from each classroom
- To refrain from touching anything unnecessarily
- To comply with the existing uniform policy and all other areas of the Climate For Learning Policy

I certify that my child and I have read and agree to abide by all the parameters below and agree to each separate statement.

(Electronically signed via ParentMail)