



CRAWSHAW ACADEMY

FULL OPENING PLAN

September 2020

Contents

Introduction	3
Bubbles	3
Visitors	4
Face coverings.....	4
The first week back (w/c Monday 7 th September).....	4
How the day will work: A) Before and After School	5
Travelling to school	5
Start of the Day	5
Cars entering School site / Students entering through Main School Reception....	6
Lateness	6
End of the Day	6
How the day will work: B) The School Day.....	7
The timetable	7
Breaks and lunchtimes.....	8
Catering plans.....	9
Movement whilst on the school premises.....	9
Curriculum	11
Subjects and learning	11
Classroom set up	11
Remote Education.....	12
Plans for PE.....	12
Extra-Curricular Offer.....	12
Trips.....	12
Assessment, Reporting and Exams.....	13
Access to Toilets and Washrooms.....	13
During Lesson Time.....	13
Break and Lunchtimes	13
Pastoral Support	13
Supporting the wellbeing and mental health of students	13
Safeguarding	14
Equipment.....	14
Behaviour for Learning	15
Rewards.....	16
Attendance expectations.....	16
Uniform	16
Supporting SEN learners	16
In lessons.....	17
Out of lessons and other points for SEN learners	17
Fire evacuation plan.....	17
First Aid.....	17
PPE.....	17
System of Control Measures	17
Specific Infection control measures.....	18
Developing Symptoms Out of School.....	18
Developing Symptoms in School	18
Final words.....	19

Introduction

Dear Parent / Carer,

In July, the government announced that all children and young people will return to school, full time, from September. This decision has been driven by a decrease in the number of Covid-19 cases, together with the "test and trace" system which is now up and running. Public Health England has also made clear that the risk to children continues to be low. I know many of you will have concerns about the reopening of school and I hope this booklet will help.

When school reopens, we will be providing a full curriculum with no reduction in teaching time. We will be carrying out detailed risk assessments and putting in place all measures expected of us to keep our community safe.

Our expectation is that every child returns to school. The Government has made clear that attendance will be mandatory for all pupils. This means **all children are expected to return to school**.

This booklet is to provide parents, students and staff the key information relating to our plans for re-opening. **There is supplementary specific information and guidance for individual year groups issued alongside this booklet.**

Please read this booklet carefully so that your child knows exactly what to do, where to go and what is expected of them upon their return. For instance, which entrance of school to use, the arrangements for break and lunch and even the toilets that they can use. We hope that all the information you require is set out clearly for you to go through.

We recognise the impact that this prolonged period away from school will have had on our community. We all know how hard students have tried to maintain learning at home within the context of their families. We have learned a great deal about Remote Learning over the past few months, and we are better placed to make use of technology such as Microsoft TEAMS going forward. Indeed, we see this as an opportunity to enhance our work when we return.

It is worth noting that our young people will all have had different experiences and our curriculum plans will reflect this. We cannot simply pick up where we left off. Everyone in our community will be experiencing some sense of loss for the time they have been away whether that is the loss of routine, friends, teachers, exams etc. and we need time to address this.

We are hugely excited to see everyone again in September. We have missed the buzz of our school and the daily interactions with students. It has not been the same during this time.

Please continue to stay safe at home and take care of those around you.

Bubbles

The Guidance for the Full Opening of Schools is clear that in order to ensure the safety of students and staff we must operate in 'bubbles'. The bubbles will have minimal contact with other bubbles in school. These bubbles can be as big as an entire year group. A key reason for operating in bubbles is so that we can 'partially close' school by year group (bubble) if required.

We have set up the **Crawshaw bubbles by year group**, so all year 7 students will be in a bubble, all year 8 students in a different bubble etc. We have taken this decision to ensure that every student can still follow their personalised curriculum.

Visitors

Please note that for the safety of our staff and students, access onto the school site will be very restricted. As such, we will **not allow visitors or parents onto school site** except in very exceptional circumstances. These will be arranged and agreed in advance should it be deemed necessary by us.

Face coverings

We recommend that students and staff wear a face covering during lesson transition. This is because of the difficulties in maintaining social distancing on corridors and stairwells due to the size of the school population and the particular challenges of the building.

Therefore, although not a PHE requirement, staff or students may choose to wear a face covering:

- When moving around the school, such as on corridors
- When in communal areas where there may be more mixing, such as the dining area

Face coverings should not be worn by students or staff in a classroom (except in particular circumstances of close supervision already identified). The Government guidance clearly states that wearing of a face covering in a classroom is not deemed necessary (even in areas where transmission of COVID is high). This is because the risks are lower (less mixing and adults can socially distance from students or use appropriate PPE where social distancing isn't possible). This lower risk is also balanced against the negative impact on teaching and learning when face coverings are used in a classroom situation.

If staff or students choose to wear a face covering on corridors or communal areas **the expectation is that they supply their own and be responsible for wearing and storing them appropriately** and cleaning or replacing them as required.

Face coverings must be plain or with a very simple pattern.

The first week back (w/c Monday 7th September)

We have planned for a **phased** start to the year in order that we can best prepare staff and students for how we intend to operate from the outset and what we expect of each other in doing so. Safety is of the utmost importance. Therefore, we have decided to delay opening of the school by one or two days depending on which year group students are in.

Years 7 – 11:

- **Monday 7th September 2020** - whole staff training (*no students in school*)
- **Tuesday 8th September 2020** – Welcome to **Year 7 only** (*in school for the full day*)
- **Wednesday 9th September 2020** - Welcome back **Years 8, 9, 10 and 11** with a specified slot during the day to go through procedures.

Year 7 8.30am - 2.45pm

Year 8 9.50am - 12.10pm

Year 9 11.10am - 1.45pm

Year 10 8.30am - 11.10am

Year 11 11.10am - 3pm

- **Thursday 10th September 2020** - Normal school opening for Years 7, 8, 9, 10, 11

Year 7, Year 10 8.30am – 2.45pm

Year 8, Year 9, Year 11 8.45am – 3pm

Post 16 students have a different schedule.

- Year 12 Induction information will be communicated separately but will begin on Tuesday 8th September.
- Year 13 will return to school on Friday 11th September with a One to One return meeting with the Post 16 team. Post 16 lessons will begin on Monday 14th September.

How the day will work: A) Before and After School

Travelling to school

The Government advice is that students who live close enough to walk or ride a bike into school safely should do so.

To support student safety, students who will be driven to school should, ideally, be dropped off and picked up at the Kent Road gate. Parents will not be allowed to drop students off inside the school grounds (unless in the case of a specific, provided, medical pass – see later)

PPE when travelling to School

If students need to travel on public buses or the Tyersal bus service, they need to follow the current advice and wear a face mask and comply with any rules set by the bus company.

Any PPE equipment worn by students or staff will have to be disposed of (or put into a plastic bag for storage and stored until they are off site) at the main gates. Students are free to replace this with another mask. Students are free to replace this with another face covering once inside the building and moving in communal areas.

Start of the Day

We have decided to opt for a staggered start or end time to help minimise 'bubbles' mixing on school site.

The school gates will open at 8.15am. Staff will welcome our students on to site every morning and will be positioned around the site and in the school building to ensure student safety.

The information below is specific to year group bubbles. **If your children are in different year groups, and they normally arrive at school together, they will be allowed into the school grounds earlier than their year group time, but not into the building.**

Years 7 and 10:

- Years 7 & 10 begin their school day at 8.30 am and should **enter the building between 8.20 and 8.28am.**

- Year 7 and Year 10 **will access via the main school student entrance**. If required on entry to the school building, students will queue following social distancing guidelines. From the main entrance they will follow the one-way system to their form rooms ready for an 8.30 start.
- If accessing from the **Kent Road gate**, students should use the most appropriate door to allow them to access the one-way system for their form room.

Years 8, 9 and 11:

- Years 8, 9 and 11 begin their school day at 8.45 am and should **enter the building between 8.35 and 8.43am** and make their way straight to lesson 1.
- If accessing from the main school drive, **students should use EITHER the main school student entrance OR the Theatre entrance** depending upon which 'block' / room their Period 1 lesson is in on that day (*please see later section on 'Movement around the school premises'*)
- If accessing from the **Kent Road gate**, students should use the most appropriate door to allow them to access the one-way system for their Period 1 room.

Post 16:

Post 16 students will only be in the school building when they have lessons. They should access the school building via the main student entrance. For Post 16 students who have lessons delivered at our partner schools, we will circulate final details of procedures in those sites shortly.

Cars entering School site / Students entering through Main School Reception

At the start and the end of the day, a very small number of our students need to be dropped off at the bottom of the school drive and/or access school through the main reception area. **If your child is included in this group, you will be contacted to discuss this.** If it is required that you must drive onto the school site, you will be provided with a pass to show the member of staff at the top gate.

Lateness

The school gates will be locked at 8:50. Any student arriving after this time will need to access the school building via the main student entrance, following the social distancing signage and wait to be signed in to school by a member of staff. Students will then make their way to their lesson. Students that are late to school will be issued with a same day lunch detention.

End of the Day

School will finish at 2:45 pm for Years 7, 10 and Post 16 students and 3.00 pm for Years 8, 9 and 11 (unless Year 11 have an after-school session or any other year group have an after-school detention).

- The LRC will not be open for students to remain in after school.
- Students should leave school site via the closest exit point following the one-way system – this will be determined by the location of their final classroom (*please see later section on 'Movement around the school premises'*)
- Staff will be positioned in school and at key outdoor points to ensure student safety.

- Students will be expected to leave site immediately and not gather in groups at the school doors.

How the day will work: B) The School Day

The timetable

The day will need to run slightly differently to normal to ensure every year group can have their break and lunch within their year group cohort.

Year groups will have different start and end times to the day. Years 7 & 10 will begin their day with a 15-minute Tutor time at 8.30 am whilst Years 8, 9, 11 and Post 16 will begin their day at 8.45 am by going straight to Period 1.

Years 7, 10 and Post 16 will end their day after Period 5 at 2.45 pm whilst Years 8, 9 and 11 will move from Period 5 to their 15-minute Tutor time which will run until 3.00 pm.

Year groups will have different break and lunch times; for Years 8 & 9 these will be within Periods 2 and 4 whilst for all other year groups they will be either before or after Periods 2 and 4.

There will be a 5-minute **movement time** built in between each Period. This is to provide time for students to transition around the school site, following the one-way system, without losing any learning time. Periods will continue to be 60 minutes long except for Period 5 which will remain at 55 minutes.

To support the use of specialist facilities, students will move between rooms to their Periods as is the norm. This is supported by adjusted cleaning protocols within rooms during Period interchanges.

	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	POST 16
	8.30 - 14.45	8.45 - 15.00	8.45 - 15.00	8.30 - 14.45	8.45 - 15.00	8.45 - 14.45
8.30	Tutor time (8.30 - 8.45)			Tutor time (8.30 - 8.45)		
8.45	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1
9.45	MOVEMENT TIME (5 mins)					
9.50	BREAK - 15 mins	PERIOD 2 A	PERIOD 2 A	BREAK - 15 mins	PERIOD 2	PERIOD 2
10.05	PERIOD 2	BREAK - 15 mins	BREAK - 15 mins	PERIOD 2		
10.20						
10.35		PERIOD 2 B	PERIOD 2 B			
10.50				BREAK - 15 mins	BREAK - 15 mins	
11.05	MOVEMENT TIME (5 mins)					
11.10	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3
12.10	MOVEMENT TIME (5 mins)					
12.15	LUNCH - 30 mins	PERIOD 4 A	PERIOD 4 A	LUNCH - 30 mins	PERIOD 4	LUNCH - 30 mins
12.30	PERIOD 4	LUNCH - 30 mins	LUNCH - 30 mins	PERIOD 4		
12.45						
13.00		PERIOD 4 B	PERIOD 4 B			LUNCH - 30 mins
13.15					PERIOD 4	
13.30						
13.45	MOVEMENT TIME (5 mins)					
13.50	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5
14.45		Tutor time (14.45 - 15.00)	Tutor time (14.45 - 15.00)		Tutor time (14.45 - 15.00)	
	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	POST 16

Breaks and lunchtimes

For break times, each year group has been assigned a designated indoor and outdoor area. Students must remain in these areas as other year groups are still being taught during Periods 2 and 4.

These areas will be supervised by the leadership team, pastoral team and our catering team to ensure student safety and to help students understand where they can and cannot go.

Each area will have designated toilets.

Students will initially remain indoors for their break and lunch times; the following outdoor spaces will be assigned to each year group for their use as appropriate.

Session 1		Session 2		Session 3	
Year 7	Canteen patio (lunch only) Bottom tennis court	Year 8	Canteen patio Bottom tennis court	Year 11	Tennis courts
Year 10	Top Tennis courts	Year 9	Top Tennis courts	Sixth Form	Canteen patio (break only)

Any internal areas that are used by more than one year group will be cleaned before

being used by another year group.

Catering plans

We have created two additional serveries to allow different year groups to have a break and lunch at the same time. Each year group will use the same area for break and lunch times every day:

Break One	
Year 7	Canteen
Year 10	Theatre

Break Two	
Year 8	Canteen
Year 9	Theatre

Break Three	
Year 11	Canteen
Sixth Form	Common Room

Lunch One	
Year 7	Canteen
Year 10	Theatre
Sixth Form	Common Room

Lunch Two	
Year 8	Canteen
Year 9	Theatre

Lunch Three	
Year 11	Canteen

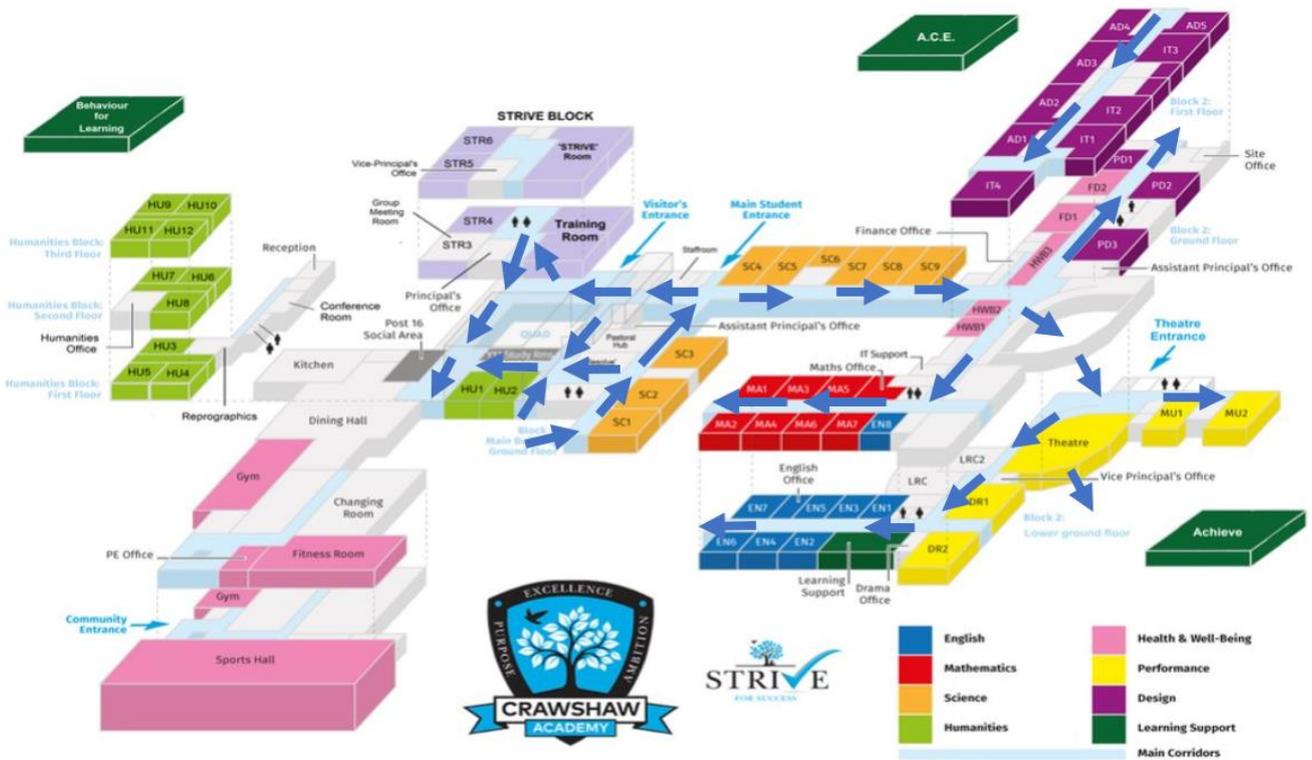
At break time we will have cold snacks and drinks available to purchase. At lunch time cold food, that has been pre-ordered, can be purchased by all year groups. We will explain in more detail how pre-ordering will work in our next update to you, along with outlining the menu available.

We understand the importance of providing nutritious food for all students and will review our offering on a weekly basis, with a view to expanding the menu including hot food options, when we can safely do so.

Movement whilst on the school premises

In this section we have outlined some key changes for moving around the school site for September. For more specific detail around expected behaviour, please see *the behaviour for learning section below*.

We have set up a one-way system around the school premises to minimise the potential of interaction in communal areas. All staff and students will be expected to follow the route, an overview of which is below:



The route will be clearly marked using floor signage to denote the correct direction to go:



Accessing the school building in the morning:

From the main school drive:

Year 7 and Year 10 **will access the school building via the main school student entrance.**

Years 8, 9 and 11 should use the **Theatre** entrance **if** they are roomed in Music, Drama or EN 1-7 for Lesson 1 (*students should follow the pedestrian path from the bridge*). Otherwise they should enter via the main school student entrance.

From Kent Road:

If the form room / Lesson 1 room is in Science, English, Maths, IT, Art, Health and Wellbeing, Music, Drama – please enter school via the Quad or the Short Science corridor external door (the English corridor external door is one-way, exit only).

If the form room / Lesson 1 room is in Humanities or the Strive Block, please enter via the external door by HU2.

Exiting the school building in the afternoon:

To the main school drive:

From the Upper Science corridor (SC4-SC9), Art, IT, Food, Design – please exit using the Technology corridor external door (*students should follow the pedestrian path to the bridge*). All other areas should follow the one-way system and exit from the student entrance.

To Kent Road:

Follow the one-way system to leave by the nearest external door towards Kent Road.

A key aspect of the system working correctly is for students to proceed to their destination, whether that be a classroom for their next lesson or communal area for break and lunch times, as quickly and safely as possible.

Curriculum

Subjects and learning

We will be delivering a **full** curriculum to all year groups in line with our planned curriculum structure. This means that Years 7 & 8 will access the full curriculum, Year 9 will be able to begin their Applied Learning Specialism and Years 10 and 11 will study their core curriculum alongside their allocated Option subject choices. Post 16 subject choices will continue to be delivered and access to Confederation schools for subject lesson delivered there will continue with adjusted Covid-19 arrangements.

To enable all students access to a broad curriculum, lessons are being delivered in specialist classrooms. Our staff have planned lessons to ensure all content is covered and that practical sessions are included where necessary and in line with DfE guidance in place at the time. New protocols for maintaining Covid-secure work-spaces have been implemented.

We have ensured students in examination year groups have access to all the specialized rooms and equipment they need to complete their courses. Our staff have planned lessons to ensure no learning is missed and practical lessons take place as required, not always in the regular rooms. They have also looked at the courses they deliver and planned to deliver the less practical units of work in the first term where this is possible.

Homework will be used to reinforce and consolidate knowledge and understanding of work covered in lessons and over the school closure period to enable learning gaps to be addressed. Homework expectations will be shared with students, parents and carers in September.

Classroom set up

Our intention is for every classroom to be as consistent as possible to create familiarity for all. Each room will contain:

- A lidded bin to safely dispose of waste.

- Hand sanitizer or soap.
- Cleaning materials for students to wipe down their desk before the start of the lesson.
- Visualiser equipment and projectors will be used to enable staff to demonstrate practical activities without groups of students gathering around the teacher's desk.

In addition to the above, each room where possible will be set up with all desks facing the same direction, with the only exception being in practical subjects such as design.

Remote Education

Where a student is unable to attend school due to COVID symptoms, we will be offering access to remote education. In September, all students will receive a full induction in the use of Microsoft TEAMS which will be the main platform for homework and remote education. Your child's teachers will share the work for the day via a Microsoft Teams Assignment.

Should a student need any support with using Teams whilst working at home, please register your issue on the school website (Register ICT Issues section of the Covid page).

These arrangements will continue to apply if we must send students home due to closure of a bubble (see reasons for this later).

Plans for PE

PE will continue to be delivered for every student in Years 7 to 11. In all year groups, students will continue to be taught in their bubbles.

Students will take part mainly in outdoor PE lessons led by our specialist PE team.

Activities and lessons have been carefully considered to ensure that we comply with all the safety guidelines including no contact and how equipment can be safely shared and then sanitised. These guidelines are still being developed and we will keep abreast of all changes to ensure that we can provide the best PE experience we can whilst staying safe.

Students will need full PE kit for every PE lesson including their coaching kit if they are excused.

Extra-Curricular Offer

A central part of the experience at Crawshaw is the huge range of extra-curricular experiences we offer. Once we have opened the school up and are happy that everything is running smoothly, we will be starting up as many activities as we safely can. When it becomes clearer what we can do, we will share this with you and encourage as many of our students as possible to get involved. This will include music lessons with peripatetic teachers. We hope these are up and running by October.

Trips

The guidance is clear that we cannot currently plan for any abroad or overnight trips. However, day trips which are linked to the delivery of our curriculum will be assessed on a case by case basis. These will be carefully risk assessed. We will share these plans with you well in advance of any trip so you can be happy your child will be safe.

Assessment, Reporting and Exams

We will be following our regular assessment and reporting calendar. Students will have formal assessments in each subject as appropriate to the subject. Student monitoring reports will follow the usual cycle.

At present, we are not planning any face to face parents' evenings based on the guidance that we have been provided with. This will remain under review and should this situation change we will update you.

The current advice is that external exams for Years 10, 11, 12 and 13 will take place as normal throughout the year. This is what we are planning for. As we get further clarity through the year, we will share this with you and our students. We are monitoring the advice regarding the logistics of internal exams and will consider in due course how these would be delivered.

Access to Toilets and Washrooms

During Lesson Time

As usual, during lesson time students will be encouraged not to leave lessons to access the toilet unless it is an emergency and/or they have a toilet pass. If they have to access a toilet at this point, they will be directed to the student toilet closest to their classroom. Students are expected to wash their hands thoroughly with soap and water before returning.

Break and Lunchtimes

During break and lunch times, year group bubbles will be assigned to toilets adjacent to their dining space. These will be cleaned before each service.

Pastoral Support

Students will see their form tutors once a day and will also have access to their Year Manager in their dining space at break and lunch time. They can make an appointment at this time if they need a more private conversation and the Year Manager will arrange this. Students can also email their Year Manager. Students will not be able to access the Year Managers' office other than by appointment.

If you need to speak to a member of the pastoral team, this will need to be done via email or telephone - we will not be able to accept visitors into school.

Please continue to access Classcharts for current information on how your child is progressing in school. If you do not have your log in please contact your son/daughter's Year Manager.

Supporting the wellbeing and mental health of students

Supporting the wellbeing, resilience and mental health of our students when they return in September is very important to us. Prior to starting the new academic year, all staff will receive training on ways to recognise wellbeing and/or mental health issues, support students effectively, and signpost to colleagues and/or other services where appropriate and necessary. If there is anything that you need to update us on regarding your son or daughter, and their welfare, please inform us as soon as possible.

All students will be supported by being provided with:

- Clear and consistent routines wherever possible.
- Clear communication and regular reminders of the team around them: their Tutor, teachers, teaching assistants, safeguarding team, Year Manager, Head of House and the Senior Leadership Team.
- Regular 'check-ins' about their wellbeing and mental health from their team.
- Clear communication and regular reminders of online support services available to students, e.g. Kooth and the Market Place. All details are listed in student planners.
- Opportunities to talk, to share achievements and to be listened to.
- Education around usual responses to stress and loss with information on self-help and self-care strategies.
- Clear and regular communication re-emphasising wellbeing messages.
- Access to in school support from the safeguarding team and the pastoral support team.
- Access to more specialised support staff through cluster referrals if necessary.

Safeguarding

All our staff in school have completed up to date safeguarding training. We also have a team of Designated Safeguarding staff led by Mrs Finley, Assistant Principal, Designated Safeguarding Lead (DSL). Our safeguarding processes will run as normal.

Equipment

Students will not be able to borrow or share equipment. Students **must** bring with them each day:

- A small bottle of hand sanitiser (*to supplement the handwashing and hand hygiene procedures in school*)
- A coat
- A bag
- Their planner
- A reading book
- A pencil case
- x3 black biros
- x3 pencils
- A green pen
- A highlighter
- A whiteboard pen (**not** a permanent marker)
- A ruler
- A rubber
- A compass
- A protractor
- A glue stick e.g. pritt stick
- A basic scientific calculator
- Headphones to use with PCs
- PE kit (on PE days)
- A clear plastic bottle with water only.

Coloured pencils will be required for several subjects and, as such, we request that students bring their own wherever possible.

We request that students do not bring any equipment in that they do not need.

Access to lockers may be limited to before and after school only.

Behaviour for Learning

In these difficult and unprecedented times, behaviour and the safeguarding of our students remain at the heart of our policy and practice. Crawshaw Academy fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic.

We have made some changes to our BfL procedures considering the current pandemic. Detailed changes will be available on request.

In summary:

- **Stage 1** detentions will be 15 minutes at lunch in year group bubbles
- **Stage 2** detentions will be 30 minutes after school in year group bubbles – maximum of 2 per night (1 hour total)
- **Stage 3** detentions will be replaced with 2 units in the BfL unit in year group bubbles.

Failure to attend detentions/BfL will result in an upscale to the next level of sanction

Lunch One Detentions		Lunch Two Detentions		Lunch Three Detentions	
Year 7	HU1 or HU2	Year 8	HU1 or HU2	Year 11	HU1 or HU2
Year 10	LRC	Year 9	LRC		

After School Detentions		
Year 7	Monday in the canteen	2.45 to 3.15, 3.15 to 3.45
Year 8	Wednesday in the canteen	3.00 to 3.30, 3.30 to 4.00
Year 9	Tuesday and Thursday in the canteen	3.00 to 3.30, 3.30 to 4.00
Year 10	Tuesday in Strive 7/8	2.45 to 3.15, 3.15 to 3.45
Year 11	Monday and Wednesday in Strive 7/8	3.00 to 3.30, 3.30 to 4.00

Behaviour that wilfully undermines the safety measures that the school has put in place or risks the safety of students or staff will not be tolerated. If incidents occur, then they will be treated as high-level behavioural incidents and sanctioned accordingly.

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the school.
- Spitting at another student/member of staff.
- Defiance regarding nasal and wider hygiene instructions.
- Deliberately coughing at a student/member of staff.
- Touching another student or the possessions of others.

- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation.

The rules on mobile phones remain unchanged, in short, they should not be seen or heard within the school building and are only allowed to be used outdoors at break and lunch. Phones should not be shared.

Rewards

Students will continue to be awarded points on Classcharts each lesson and will still earn their blazer stars and other rewards as detailed in our Respectful Relationships and Behaviour policy.

In addition, students can earn House Points as a class or group as we are introducing a House system this September which we are very excited about.

Attendance expectations

From 1st August, students who have been shielding or self-isolating are able to return to school as per DFE guidelines ([click here for link](#)). The only COVID related reason for non-attendance would be if you (or a member of your family living in the same household) are showing symptoms.

100% attendance at school is vital to ensure the wellbeing of students and to support them make good progress. The Government and Crawshaw Academy are expecting all students to return to Crawshaw in September. We will need your support as parents and carers to ensure this happens.

Should your child be too ill to attend school, please contact us on the first day of absence before 8:30am detailing symptoms of illness. You may be asked to provide evidence for the absence to be authorised.

Email: attendance@ca.rklt.co.uk

Phone: 0113 5323810 option 0

Uniform

Students will always be expected to attend in full uniform. The school rules for jewellery and make up remain unaltered. The only permitted item of jewellery is one stud earring in each ear. Make up should be discreet with only clear nail varnish allowed. False nails are not appropriate for school. Long hair should be tied back. Dyed hair should only be natural colours.

As with all our school expectations, failure to meet these standards will result in a Stage 1 detention.

Coats must not be worn inside the building.

In bad weather students may walk to school in different footwear but must have the correct shoes on when inside the school building.

Supporting SEN learners

In lessons

Teaching Assistant support will be in place for some groups of students. Any individual support will be provided from behind or beside the student and will not be face-to-face.

Students with SEND who require the use of a laptop, can continue to access them in lessons. They will be provided with a wipe to clean them down after each use.

Timeout passes are issued by the SENCo only and will continue to be used. These students can only stand outside their classroom when on timeout.

Toilet passes are issued by the pastoral team only and will continue to be used.

Students with SEND who require intimate care will continue to have this provided by one designated member of staff.

Students with SEND who usually leave lessons early will continue to do so.

Interventions will continue to take place in year group bubbles.

Out of lessons and other points for SEN learners

We will facilitate break time and lunch time clubs once the students have experienced the new procedures. We will look to review this on a weekly basis.

There will be no access to lockers in LSU. There will be a small number of lockers with priority use in quieter communal areas otherwise everything they bring into school must stay with them and go home with them.

Fire evacuation plan

In the case of an evacuation, we will follow normal procedures. Staff will be updated on any changes as part of their training. Students will take part in a walk through as part of their induction on the first day.

First Aid

A first aider will always be in school. A designated first aider will be on call via the staff radio and will go to the student needing first aid.

PPE

Full PPE will remain in use as required and where a student or staff member shows signs of COVID.

System of Control Measures

We are putting in place several prevention methods as outlined in the government guidelines (Guidance for the Full Opening of Schools):

- 1) We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- 2) We will instruct students and staff to clean hands thoroughly more often than usual including using alcohol-based hand sanitizer. This will include every time

they enter the building or a classroom and when leaving school.

- 3) We will ensure good respiratory hygiene is followed by our students and staff by promoting the 'catch it, bin it, kill it' approach.
- 4) We will introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach.
- 5) We will minimise contact between individuals and maintain social distancing wherever possible.
- 6) We will ensure students are not sat facing each other as much as possible, and that desks are spread out in the classroom.

Specific Infection control measures

We have taken our lead directly from the government guidance document which can be accessed [here](#).

Developing Symptoms Out of School

If a student or member of staff develops symptoms compatible with coronavirus while they are not in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they must not attend school. We would expect them to inform school and book a test. They would not attend school again until the test result returns as negative or, if it is positive, until they have completed 7 days of self-isolation and are free of the symptoms (other than a cough or loss of smell as these symptoms can go on for several weeks after the infection has gone).

If a member of a student or staff household develop symptoms, we would expect the student or staff member to inform us immediately and then self-isolate for 14 days.

Developing Symptoms in School

If a student or member of staff develops symptoms compatible with coronavirus while they are in school (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell [anosmia]) they will be sent home immediately. For students awaiting collection we have appropriate plans in place that include:

- Identified outside space where they can be safely isolated and supervised.
- If, due to inclement weather, they need to remain inside, a contained room in school that will not be accessible to others.
- Toilet facilities that can be used and then secured until cleaned, without disruption to others.
- PPE being available for our first aiders and the cleaning team.

We will expect the student or member of staff to book a test and remain off school while they await results. If the results are negative, then they can return to school. If they are positive, they would remain in self-isolation until they were symptom free. Parents must contact school to inform of test results.

We will then work with Public Health England to determine our next steps. If we need to close a bubble, we will call all families to inform them and explain their next steps. We will also engage with the NHS Test and Trace process, as necessary.

If students are absent from school due to a bubble being closed, we will provide remote education provision as previously outlined.

Final words

It is appreciated that this booklet contains a lot of information. The key points regarding each year group will be confirmed in the specific year group letter to follow. We are aware that government guidance may still change and will reflect our plans accordingly.

A reminder that you can contact us by email during the remainder of the school holidays. Please note that although we will endeavor to respond quickly to emails, this may not always be possible:

COVID-19@crowshawacademy.org.uk for questions relating to Covid matters; for example, specific questions over September reopening.

info@crowshawacademy.org.uk for all other matters.

We are very much looking forward to the start of the new academic year and our full re-opening in September. We are excited to warmly welcome our new Year 7 students for the first time alongside meeting and greeting our current students back into the building. Although some of our processes and procedures may have been adjusted, we are ready to resume our journey to **'Strive for Success'** together.