



**PADGATE  
ACADEMY**

# **ACADEMY RE-OPENING HANDBOOK**

For Parents and Students

Updated for May 2021



# WELCOME

- This presentation outlines the plans for the full re-opening of the Academy for all students and has been updated as of May 2021
- All schools in England began to welcome all students back on site in March 2021
- Our primary focus is the safety of our students and staff, whilst ensuring we offer a broad and balanced curriculum for all students
- We will take every reasonable precaution to ensure that social distancing and hygiene measures are implemented throughout the academy
- We aim to support student's emotional well-being as they connect and engage with education.
- We are also sharing our robust risk assessment with parents and carers.



# STRATEGIES TO REDUCE MIXING OF GROUPS

- Year groups have been separated into different areas of the Academy, called 'bubble zones' and each will use different gates/door entrances as well as different zones for break/lunchtime
- Students will be mainly taught in their year group areas to minimise movement between classrooms, but having specialist subject lessons outside of these areas
- Classroom layouts are altered where possible so that all desks are forward facing, with one-way markings within the academy as appropriate
- Staff will move between classes to teach groups of students
- Break and lunch times have been staggered, with bubble groups always in separate areas at any one time
- Extra-curricular/enrichment activities will be specific to each year group
- Students/parents will be guided to walk/bike to school where possible
- Parents or Carers who are able to bring their child to school via car will be encouraged not to enter the Academy grounds



# SUMMARY OF CHANGES FOR MAY 2021

Full information is contained within this handbook of changes in government guidance, a summary is below. Information regarding COVID-19 testing is contained within the following pages.

## From May 2021, students:

- do not need to wear coverings within classrooms, corridors or communal spaces, although they can still wear one if they wish to.
- can use any toilet onsite, with enhanced cleaning in place.
- are provided with a lateral flow home testing kit (to be conducted at home twice per week on a **Sunday** and **Thursday**).

All other guidance prior to May 2021 remains in place and should be followed at all times by students whilst on the Academy premises.



**PADGATE  
ACADEMY**

# **COVID-19 TESTING INFORMATION**


For parents and students




# COVID-19 TESTING

- All students will be offered a COVID-19 lateral flow home testing kit for use at home only.
- Students should self-administer their test each **Thursday** and **Sunday** evening.
- Students should conduct their home test in accordance with the guidance leaflet, shown here -->
- Some students may require parental assistance with administering their test.
- **Testing remains voluntary, but is strongly encouraged.**
- Information regarding lateral flow testing is available by visiting: <https://padgateacademy.co.uk/coronavirus-testing>

1 TEST
 2 REPORT YOUR RESULTS TO NHS



You need to use your home test kit to conduct your test every **Sunday** and **Thursday** evening.




Use the information in the step-by-step guide shown to the left.


Make sure you are using the correct guide as shown here.

Some students may require adult assistance.

When you have completed your test, you need to let the NHS know your result.




It's really easy, just visit their website <https://www.gov.uk/report-covid19-result> or scan the QR code to the right to get started.



You will need the barcode or ID number on the test and your email address / mobile number for the result to be sent to you.


3 LOG YOUR RESULT WITH US
 4 WHAT NEXT?

IMPORTANT: Padgate Academy don't see your results from NHS so you also need to let us know your test result.



You need to complete our quick and simple form to tell us your result.

Visit the website <https://bit.ly/2NMfv1n> or scan the QR code to access our form.



**If the your test is negative...**  
You can come in to the academy as normal.

**If your test is positive...**

1. Stay calm! A positive test may not necessarily mean you are positive for COVID-19. **Log your results, as per step 2 and 3.**
2. Inform the Academy as soon as possible **by telephone.**
3. DO NOT attend the Academy and **immediately self-isolate**, in line with government guidance
4. Book a **PCR test** via the NHS website (<https://www.gov.uk/get-coronavirus-test>) or by calling 119.



**PADGATE  
ACADEMY**

# **FACE COVERINGS & HAND HYGIENE**

For parents and students



# FACE COVERINGS

- For students, we do not recommend the wearing of face coverings whilst inside the building, although some students may choose to wear one if they wish to.
- Staff will continue to wear face coverings within communal spaces and corridors where social distancing of 2m cannot be maintained.
- Face visors or shields should not be worn without a face covering underneath.
- A face covering can act as a barrier to prevent the spread of the virus. However, they must be used correctly and always combined with other measures to protect yourself and everyone else. Here is a how to video showing how to wear a fabric face covering safely: [https://youtu.be/9Tv2BVN\\_WTk](https://youtu.be/9Tv2BVN_WTk)

## HOW TO WEAR A FACE COVERING



- **Wear your face covering so it comes all the way up close to the bridge of your nose.**
- **Make sure it covers your all the way down under your chin.**
- **Do your best to tighten the loops or ties so it's snug around your face, without gaps.**

## HOW NOT TO WEAR A FACE COVERING



**DON'T:** Wear your face covering so it is below or covers just the tip of your nose.



**DON'T:** Leave your chin exposed.



**DON'T:** Push your face covering under your chin to rest on your neck.



**DON'T:** Wear your face covering loosely with gaps on the sides.





# HAND HYGIENE

- Students should wash their hands regularly throughout the day.
- Where hand washing is not possible, hand sanitising stations are mounted on the wall for you to use all around the Academy. You should use these regularly throughout the day and as you enter/leave other areas of the Academy.





**PADGATE  
ACADEMY**

# **ACADEMY RETURN INFORMATION**

For parents and students



# ARRIVAL AT THE ACADEMY

- The doors to our Academy building will not be opened until 8.30am.
- For social distancing we have allocated different entrances and exits according to year groups.
- Parents / carers / visitors are unable to enter the Academy site.
  - **Year 7** students – should enter via **K Block**
  - **Year 8** students – should enter via **C Block Stores**
  - **Year 9** students – should enter via **Station Road**
  - **Year 10** students – should enter via **Main Entrance Gates**
  - **Year 11** students – should enter via **Canteen Fire Door**



# TIMINGS OF THE DAY

The times of the school day remain in place as from 1st September 2020:

Monday - Thursday												
	Form	Period 1	Period 2 / Break			Period 3	Period 4	Lunch / Academic Review				Period 5
	8:40-8:50	8:50-9:50	09:50-10:05	10:05-10:50	10:50-11:05	11:05-12:05	12:05-1:05	1:05-1:20	1:20-1:35	1:35-1:50	1:50-2:05	2:05-3:05
Year 7	FORM	P1	BREAK	P2		P3	P4	LUNCH			AR	P5
Year 8	FORM	P1	P2		BREAK	P3	P4	AR	LUNCH			P5
Year 9	FORM	P1	BREAK	P2		P3	P4	LUNCH			AR	P5
Year 10	FORM	P1	P2		BREAK	P3	P4	AR	LUNCH			P5
Year 11	FORM	P1	BREAK	P2		P3	P4	LUNCH			AR	P5

Friday											
	Form	Period 2 / Break			Period 3	Period 4	Lunch / Academic Review				Period 5
	09:40-9:50	09:50-10:05	10:05-10:50	10:50-11:05	11:05-12:05	12:05-1:05	1:05-1:50	1:50-2:05	1:05-1:50	1:50-2:05	2:05-3:05
Year 7	FORM	BREAK	P2		P3	P4	LUNCH			AR	P5
Year 8	FORM	P2		BREAK	P3	P4	AR	LUNCH			P5
Year 9	FORM	BREAK	P2		P3	P4	LUNCH			AR	P5
Year 10	FORM	P2		BREAK	P3	P4	AR	LUNCH			P5
Year 11	FORM	BREAK	P2		P3	P4	LUNCH			AR	P5





# ARRIVAL AT THE ACADEMY

- Students and staff will be encouraged to use hand sanitiser on entering each lesson during the day
- All classrooms will be arranged in rows with 2m between teacher and student desks, students must sit in the same place at all times. Desks and chairs must not be moved from their location
- To maximise social distancing, teachers will avoid movement during lessons and stay near the front of the class
- Windows and doors should be left open during the lesson
- Group activities and any close contact between individuals will be avoided
- Stationery and equipment will not be shared
- Equipment in IT rooms will be wiped down at the end of each lesson
- An enhanced cleaning regime is in place at the Academy with cleaning staff active throughout the day and an antibacterial fogging machine will be used regularly to clean all areas of school



# BEHAVIOUR AND ATTENDANCE

Students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our Academy and wider community:

- Arrive at the Academy and leave via the designated point. Students must not congregate in any area of the Academy at the end of the day
- Use sanitiser to disinfect hands on entering and leaving the Academy and at the start of each lesson, as well as before and after eating. They must wash hands regularly during the day
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair
- Maintain a safe distance from others between and during lessons
- Follow guidance from staff at all times.
- Remembering to be polite and respectful at all times



# BEHAVIOUR

At lunchtimes, go outside in your designated social area. Students must maintain a safe distance from others at all times.

## **Students must :**

- Not share belongings (stationery, food etc.) with others
- Use the toilets designated to their bubble. Only enter the toilets if there is a free cubicle.
- Report immediately if they experience COVID-19 symptoms
- Follow the directions of staff at all times



# UNIFORM & PHYSICAL EDUCATION

## Uniform

- Students are required to attend each day in full Academy uniform.
- We have made this decision so that they are visible to all in the local community and it creates greater awareness of the need to socially distance.
- Our uniform standards can be found on our website by visiting <https://padgateacademy.co.uk/uniform-policy>

## Physical Education & Changing Facilities

- Changing facilities will not be available in school for PE lessons.
- Students should attend school in their PE kit only on days in which they have PE, they will remain in their kit for the duration of the school day.
- Blazers should be worn over their PE kit outside of their PE lessons.
- Plain black joggers can be worn.








**PADGATE  
ACADEMY**

# **SITE LAYOUT INFORMATION**




For parents and students



### Bubble group colours & locations

-  Year 7
-  Year 8
-  Year 9
-  Year 10
-  Year 11

### Key to site plan

-  Entrance / Exit Points
-  First Aid - General
-  First Aid - COVID

Key

Year 7   Year 8   Year 9   Year 10   Year 11



# BUBBLE OVERVIEW

Year	Colour	Zone	TA Base	No. of Rooms	Food Serving	Social Area	Toilets	Bike Storage	Entrance / Exit
Year 7	Brown	K Block	K9	5	Restaurant	K Block Enclosed Back Car Park	Any	K Block Bike Store	K Block
Year 8	Green	D/G Block	J9	4	Gym	Astroturf	Any	Along C Block Stores Wall (by old Pond)	C Block
Year 9	Orange	N Block Upstairs	N15	4	Gym	Rear Playground (Back of Gym)	Any	Fenced Area Next to N Block Entrance	Station Road
Year 10	Purple	N Block Downstairs	N7	5	Restaurant	Canopy Playground	Any	Bike Store	Main Entrance
Year 11	Red	B/E Block	Bag Room	4	Phoenix	Enclosed Cage Area	Any	Old bin store behind canteen	Canteen Fire door

Year Group Bubble Classrooms

Year 7	Year 8	Year 9	Year 10	Year 11
7A K4	8A G1	9A N10	10A N2	11A B2
7B K7	8B G2	9B N11	10B N3	11B B3
7C K6	8C G3	9C N12	10C N4	11C B4
7D K8	8D G4	9D N14	10D N6	11D Library
7E K3	8E D3			
7G (7) DP				

Other Designated Areas

TA Base (Staff)	TA Base (Students)	Science Labs	Computer Rooms
J4	Y7 - K9	D1	N5
J7	Y8 - J9	D2	H2
	Y9 - N15		
	Y10 - N7		
	Y11 - Bag Room		





**PADGATE  
ACADEMY**

# **ADDITIONAL INFORMATION**

For parents and students



# TRANSPORTATION

- The Academy car park will remain closed to Parents and Carers
- Where possible, students should walk or cycle to school
- Parents and carers have been instructed **not** to enter the Academy, but to make contact via phone or email should they need to
- Students will receive information and guidance on how they should socially distance themselves on public transport
- Adults and children over the age of 11 must wear face coverings on public transport
- The bus companies operate their own risk assessments and will take responsibility for wiping down seats and railings regularly



# ATTENDANCE

School attendance is mandatory for all students from Monday, 8<sup>th</sup> March 2021 onwards. Usual attendance rules also apply, including:

- It is the parents/carers duty to ensure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age
- It is the responsibility of the Academy to record attendance and follow up absence
- The Academy can issue sanctions, including fixed penalty notices in line with Local Authorities codes of conduct
- It is the parents/carers responsibility to report any student absence by 8.30am by calling 01925 822632 and choosing option 1
- The parent/carer must call before 8.30am on each day of the student absence and state clearly the reason for the absence



# ATTENDANCE

- If a student is unable to attend school due to them complying with clinical and/or public health advice the Academy will offer them access to remote education and will monitor engagement with this activity. Please note that medical evidence will be required
- Where any students are not able to attend school as parents and carers are following clinical and/or public health advice, the absence shall not be penalised. Please note that medical evidence will be required
- All students must attend unless a statutory reason applies



# ATTENDANCE

## Government Guidance

Current government guidance stipulates that you should not send your child to school if:

- the household is self-isolating
- your child or a household member has just tested positive for COVID-19

Please contact your child's Pastoral Leader to inform them of the situation. If your child displays any symptoms or they inform us that they have symptoms whilst in school, we will take swift action. Your child will need to be collected as a matter of urgency and must then be tested for COVID-19. It will be vital that we have the correct contact details so that we can contact you in this situation.

We have strict procedures in place if any member of academy staff tests positive for COVID-19.





# ATTENDANCE

We are aware that there are a number of students who fall into the categories below:

- your child is classed as clinically extremely vulnerable. You will know this as you will have a letter to direct your child to shield.
- your child is clinically vulnerable AND has medical advice advising to shield.
- a member of your household is classed as extremely clinically vulnerable.

If your child is in any of these categories, please contact [info@padgateacademy.co.uk](mailto:info@padgateacademy.co.uk) or call us on 01925 822632. We will then get in touch with you regarding how we can work together to get your child back into school.

There is an expectation that ALL students should attend school from Monday, 8<sup>th</sup> March 2021 onwards.



**PADGATE  
ACADEMY**

# **PREVENTION AND CONTROL**



# PREVENTION AND CONTROL

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend the Academy and should follow the steps below:

- Parent/Carer should notify the Academy of the student absence by phone on 01925 822632 and choosing option 1.
- The Academy will record and keep a minimum dataset: Reason for absence, date of onset of symptoms, symptoms, class etc.
- The Academy will direct to [Stay at home guidance](#) for isolation advice for child/staff member and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days
- Advise that the child/staff member should get tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms



# PREVENTION AND CONTROL

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible.

- If a student is awaiting collection, they will remain in the allocated room where they can be isolated behind a closed door.
- If they need to go to the bathroom while waiting to be collected, a toilet at the front of school will be used and cordoned off to other staff and students. It will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE will be worn by staff caring for the child whilst they await collection ONLY if a distance of 2 metres cannot be maintained (such as a child with very complex needs).

The Academy will record and keep the details of the incident in case it is needed for future case or outbreak management.



# MANAGEMENT OF A CONFIRMED CASE

It is important that the Academy is aware of any positive Covid-19 cases at the earliest opportunity.

- The Academy will communicate with parents to inform them of what the expectations are if their child is needing a COVID-19 test and what to do if it is positive.
- If a child who attends or staff member who works at the Academy tests positive for COVID-19 then the Academy will be contacted by a contact tracer
- The Principal or appropriate member of the Senior Leadership Team will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the class bubble and teacher of that class.
- The social distancing and prevention control measures put in place already throughout the Academy, should reduce the number of other direct/close contacts



# THANK YOU FOR YOUR CONTINUED SUPPORT

- The Padgate Academy website contains documentation in relation to the full re-opening of school and you can access this by visiting: <https://padgateacademy.co.uk/coronavirus>
- For information regarding COVID-19 lateral flow testing, please visit <https://padgateacademy.co.uk/coronavirus-testing>
- You will find the full re-opening plan for students/parents, a colour coded site map and the full site risk assessment.
- Any letters sent to parents relating to re-opening will also appear in this section of the website.