



**PADGATE
ACADEMY**

COVID-19 HANDBOOK

For Parents and Students

Updated for 19th July 2021



WELCOME

- This presentation outlines the changes introduced within the Academy from 19th July 2021, as the country moves to Step 4 of the COVID-19 roadmap, as we continue to manage the risk of serious illness from the spread of the virus.
- 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 hygiene and ventilation measures are implemented throughout the academy.
- We continue 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.



SUMMARY OF CHANGES FROM 19TH JULY 2021

Full information is contained within this handbook of changes in government guidance, a summary is below. Information regarding arrangements for return to school in September 2021 will be shared closer to the time.

From 19th July 2021:

- bubble groups will no longer be in operation. All students are therefore able to mix.
- all students will enter and leave using the main entrance.
- do not need to wear coverings, although they can still wear one if they wish to.
- enhanced cleaning, fogging and ventilation measures will remain in place.
- social distancing will no longer be necessary, although some staff may chose to continue to do so.
- students should continue to test at home (twice a week on a **Sunday** and **Thursday**), until the end term.



CHANGES FROM 19th JULY 2021

Contact Tracing

- From the 19th July, NHS Test and Trace will take on the role of contact tracing. The Academy may be asked to assist in the case of a large outbreak, however.
- You may, therefore be contacted by NHS Test and Trace if you or your child are identified as a close contact of an individual with COVID-19.

Hand Hygiene

- Students should continue to 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 around the Academy.
- You should use sanitising stations regularly throughout the day and as you enter/leave other areas of the Academy.



CHANGES FROM 19th JULY 2021

Break time

- Break will run for 15 minutes, from 10:50 to 11:05 for all students.
- All students will access the canteen for food.
- Students will have access to the canopy playground and rear playground during break time.
- Staff duty rotas will be altered to accommodate changes.

Lunch time

- Lunch will continue over two slots of 45 minutes each.
- All students will access the canteen for food and the sandwich room will open to serve cold / grab and go food. The gym can be used as additional seating only.
- Students will have access to the canopy playground, rear playground and field (weather permitting) during lunch time.
- Staff duty rotas will be altered to accommodate changes.

Astroturf

- The Astroturf will not be used during break or lunch time for all students. It may be opened as an incentive for groups / houses, arrangements for this will be confirmed.



TIMINGS OF THE SCHOOL DAY

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	09:50-10:50	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	P2	BREAK	P3	P4	LUNCH				AR	P5
Year 8	FORM	P1	P2	BREAK	P3	P4	AR	LUNCH				P5
Year 9	FORM	P1	P2	BREAK	P3	P4	LUNCH				AR	P5
Year 10	FORM	P1	P2	BREAK	P3	P4	AR	LUNCH				P5
Year 11	FORM	P1	P2	BREAK	P3	P4	LUNCH				AR	P5

Friday												
	Staff Training*	Form	Period 2	Break	Period 3	Period 4	Lunch / Academic Review				Period 5	
	8:40-9:40	09:40-9:50	09:50-10:50	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	STAFF TRAINING	FORM	P2	BREAK	P3	P4	LUNCH				AR	P5
Year 8	STAFF TRAINING	FORM	P2	BREAK	P3	P4	AR	LUNCH				P5
Year 9	STAFF TRAINING	FORM	P2	BREAK	P3	P4	LUNCH				AR	P5
Year 10	STAFF TRAINING	FORM	P2	BREAK	P3	P4	AR	LUNCH				P5
Year 11	STAFF TRAINING	FORM	P2	BREAK	P3	P4	LUNCH				AR	P5



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COVID-19 TESTING INFORMATION

For parents and students



COVID-19 TESTING (up to 23rd July 2021)

- All students will be offered a COVID-19 lateral flow home testing kit for use at home. Some students may require parental assistance with administering their test.
- 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 -->
- Testing remains voluntary, but is strongly encouraged.
- **Students are not required to test during the summer.**
- The academy cannot provide tests over the summer, however you can collect a test kit from your local pharmacy or order online if you choose to do so here - <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.
- Information regarding lateral flow testing is available by visiting: <https://padgateacademy.co.uk/coronavirus-testing>

1 TEST REPORT YOUR RESULTS TO NHS



Old front cover



New front cover

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.

2 REPORT YOUR RESULTS TO NHS LOG YOUR RESULT WITH US

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 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.



COVID-19 TESTING (from 2nd September 2021)

Onsite & Home Testing

- Students will be offered two on-site tests when they return to the Academy, the schedule for testing can be found below.
- After the two initial on-site tests, students will be encouraged to continue testing at home twice each week.
- Further updates will be provided when students are asked to stop testing, in line with government guidance.

First Test	Year 07	Year 08	Year 09	Year 10	Year 11
Thursday, 2 nd September 2021	08:40	-	-	13:00	11:00
Friday, 3 rd September 2021	-	08:40	10:00	-	-

Second Test	Year 07	Year 08	Year 09	Year 10	Year 11
Monday, 6 th September 2021	08:40	-	-	14:00	11:00
Tuesday, 7 th September 2021	-	08:40	11:00	-	-



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ACADEMY INFORMATION AND EXPECTATIONS

For parents and students



ACADEMY INFORMATION AND EXPECTATIONS

- Students and staff will be encouraged to wash their hands / 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.
- Some staff may continue to observe social distancing, students must be respectful of this
- Windows and doors should be left open during the lesson
- An enhanced cleaning regime remains in place, with cleaning staff active throughout the day
- An antibacterial fogging machine will be used regularly to clean all areas of school



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ATTENDANCE

For parents and students



ATTENDANCE

School attendance is mandatory for all students. 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 Mrs Mallows Wood (attendance) to inform us 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.



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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 choose option 1.
- The Academy will record and keep a minimum dataset: Reason for absence, date of onset of symptoms, symptoms, form etc.
- The Academy will direct to [Stay at home guidance](#) for isolation advice and their households.
- The **person with symptoms** and **their household** should **isolate** for **10 days** starting from the first day of their symptoms.
- 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 an allocated room where they can be isolated.
- If they need to go to the toilet whilst waiting to be collected, a toilet close by will be used and cordoned off until it is cleaned and disinfected 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 / IT & Facilities Manager 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.



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CHANGES AFTER THE END OF TERM

From 16th August 2021



CHANGES FROM 16th AUGUST 2021

Self-Isolation for Students and those under 18 years of age

- From **16th August 2021**, students will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
- Instead, they will be advised to take a PCR test.
- Students testing positive following the PCR test will still be legally required to self-isolate.

* These changes will not be introduced by the Academy until the start of the new academy year in September 2021.



THANK YOU FOR YOUR CONTINUED SUPPORT

Information relating to arrangements in place for the start of the new academic year in September 2021 will be shared with you closer to the time.

For more information, please visit the <https://padgateacademy.co.uk/coronavirus>, where you will find:

- documentation in relation to the full opening of school
- letters sent to parents relating to COVID-19
- A full site COVID-19 risk assessment

Lateral flow testing information is available here - <https://padgateacademy.co.uk/coronavirus-testing>

