



Holderness Academy
& Sixth Form College

**Coronavirus (COVID-19):
Full Opening Handbook for
Parents**

The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our students, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that we have taken all the necessary precautions in preparing to welcome all students back to school.

We welcome any questions and will do our best to address any of your concerns. Please direct any questions to the school office email address at office@holderness.academy under the subject '*Full Re-opening*'.

Further updates since previous letter regarding full opening in September

- Students will be required to bring their own water bottle. There will be a facility to refill water bottles during break and lunchtime.
- Year 9 will now access school at the start of the day via Upper School entrance (please see map attached)
- Face Coverings
 - Staff - can choose to wear a face covering when on duty in social areas and/or a visor if they feel it appropriate but not if it impacts negatively on their ability to deliver learning, ensure calm and safe climate or support to class or individual learners. These must be provided by the individual member of staff for their own use.
 - Learners - if learners choose to wear a face covering in social areas, they must provide this from home and a secure plastic bag to contain once removed. Should the wearing of a covering impact negatively on behaviour or attitudes to learning then this will be discussed with parents and the school may insist that the face covering is not worn. The school will not be checking the hygiene of face coverings and take no responsibility for any health issue caused by the wearing of a face covering. A reminder that face coverings must be worn on public transport; this includes school buses.

Opening the school to all students

In line with the government's direction, and following a robust risk assessment process, we have determined it is safe to begin to welcome back all students from

Wednesday 9 September - Year 7 and 12 students only

Thursday 10 September - All students return

The government is relaxing its shielding guidelines from 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required.

Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, please contact your child's Pastoral Manager in the first instance.

Attendance

Attendance for students coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible by telephoning 01482 895429 or email attendance@holderness.academy. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We are contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available.

Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect students to follow these rules; however, we understand that some students may be unable to fully understand social distancing principles, e.g. because of their needs. Staff will work with all students to ensure their safety and positively reinforce good social distancing behaviour.

If parents believe their child is likely to find this difficult we would value your input over the remainder of the summer holiday to reinforce the importance and begin to develop their understanding of this and good hygiene principles – hand washing, catching a sneeze for example.

Group arrangements

To maximise the effectiveness of social distancing with all staff and students attending school, we have made the decision to put students in year group bubbles. Social distancing is maintained within bubbles as much as possible.

- Class sizes will be back to the normal amount.
- Individuals within a bubble will not be permitted to mix with members of another bubble.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for break times and lunchtimes.
- Members of staff will minimise their close contact with students and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.
- Desks and chairs in classrooms will all be front-facing and placed as far apart as possible.
- Frequently-used equipment, e.g. pens, should be brought in from home so that all staff and students have their own – sharing frequently-used equipment will not be permitted.
- Classroom resources, e.g. books, can be shared within bubbles, but will be cleaned frequently, e.g. at the end of each day.
- Communal resources, e.g. sports equipment, can be shared between bubbles if they can be thoroughly cleaned between uses.
- Please adhere to the drop off bays in the Bus Park.
- Lunchtimes and breaktimes will be staggered and will vary per bubble.
- Students will be kept within their bubbles when moving around the school, except to use the toilet.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all students to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible.

Start and finish times

Start and finish times will remain the same. Students must be on site by 8.30am and the school day will finish at 3pm. Please note there will be no access to the school building until 8.30am. We recommend that students are dropped off or picked up by only one accompanying adult. Please note, there will be no access via the Preston Primary School entrance.

We kindly ask that parents **do not enter** the school building or gather in groups on or outside of the school premises. If because of your child's needs you require access to the building please contact the school immediately to discuss alternative arrangements.

The tables below outline students' start and finish times, depending on their bubble, and where you should drop off or pick up your child, where relevant.

| Student bubble | Start time | Location for drop-off and entering school | Outside Zone | Inside Zone |
|-----------------------|-------------------|--|---|--|
| Year 7 | 8.30 | Bus Park and then through Lower School gates to zoned area on Year 7 playground | Year 7 Playground Year 7 zone | MFL/Learning Support rooms Lower School |
| Year 8 | 8.30 | Bus Park and then through Lower School gates to zoned area on Year 7 playground | Year 7 Playground Year 8 zone | P&E/Science classrooms Lower School |
| Year 9 | 8.30 | Bus Park and then through Upper School gates to zoned area on Upper School Yard | Upper School Yard Year 9 zone | Humanities Upper School |
| Year 10 | 8.30 | Bus Park and then Upper School gates to zoned area on Upper School Yard | Upper School Yard Year 10 zone | English Upper School |
| Year 11 | 8.30 | Bus Park and then Upper School gates to zoned area on Upper School Yard | Upper School Yard Year 11 zone | Maths Upper School |
| Year 12/13 | 8.30 | Bus Park and then Sixth Form Centre | Sixth Form Centre | Sixth Form Centre |

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. All students and staff must observe the 'Keep Left' protocols and any one way systems in operation. Break times and lunchtimes are staggered and students will only move for subjects requiring specialised rooms e.g. ICT, PE. In these cases, students will be collected by their teacher from their zone.

Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and students safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect students to follow these rules; however, we understand that some may be unable to fully understand infection control principles, e.g. if they have difficulties with comprehension due to their needs. Staff will work with all students to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that students will need to follow:

- Students will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after break times and lunchtimes, after using the toilet.
- Students will wash their hands for at least 20 seconds using soap and water or 60% alcohol-based hand sanitiser – students with complex needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Students who show symptoms associated with coronavirus will be sent home to self-isolate for at least 10 days.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between use by different bubbles.

Staff will also be required to follow stringent infection control measures; risk assessments are available on request.

It is essential at this time if you are contacted by the school that we are able to speak with you urgently. If a child displays any of the following symptoms they will be sent home immediately:

- High temperature and fever
- New and Persistent Cough
- Loss of smell and/or taste

Personal protective equipment (PPE)

The government has recommended that staff and students **do not need** to use PPE in school; however, staff will use PPE if a student shows symptoms of coronavirus.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Bringing items into school

To minimise the risk of potentially transmitting infections between students' households and the school, we ask that students do not bring non-essential items from home into school with them – this includes footballs and other similar items. Students are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes. This equipment can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Packed lunches
- Stationery and books
- Washed PE kits
- Mobile phones (switched off and in bags during the school day)
- Bags

If your child needs to bring an item to school that is not listed above, please contact us, via your child's Pastoral Manager, as soon as possible to discuss alternative arrangements.

Procedure if a student becomes unwell on site

It is extremely important that all parents and students remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.



As a precaution, your child must not come into school for **14 days** after coronavirus has been identified in your household.

Please notify the school as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.



If your child is sent home from school to self-isolate, they **must not come into school** for at least 10 days.

If an individual in your child's class tests positive for coronavirus, **the school will send the individual's close contacts home** to self-isolate for 14 days. Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact, or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

Access to testing

All students, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

If the school is contacted by the Test and Trace team we may have to disclose telephone numbers to assist the process. If this is the case we will always let you know that this has been done. This does not breach our GDPR Policy as it relates to public health and infection control.

Uniform

The government has encouraged that schools return to their usual uniform policy in September. The garments that are worn do not need to be cleaned more than usual.

We expect pupils to attend school in full uniform in the Autumn term. We will be upholding our Uniform Policy as normal.

Food arrangements

Arrangements will be put in place to ensure mixing between bubbles is avoided during break and lunchtime. Students who require a school meal will be able to do so at their designated time for lunch. Students who bring packed lunches will also be able to eat them. A grab and go system will be in operation with a restricted menu. Students will have a designated year group outdoor area to allow students to make full use of the fresh air. They will also have a designated indoor area during inclement weather. We will operate the same restricted menu in the Lower School Canteen and the Upper School Canteen. The opportunity to refill water bottles will be available in each canteen.

The school will continue to provide free school meals (FSM) for eligible students. If you require any further information about the provision or eligibility of FSM, please contact the school as soon as possible by emailing fsm@holderness.academy.

Further information about our restricted menu will be available on our website ahead of our September opening.

| Break | Time | Food Collection | In | Out | Toilet | Social Area | Wet Area |
|--------|---------------|-----------------|--------|--------|----------|-------------------|-----------|
| Y8 | 10 - 10.15 | LS Canteen | Door 1 | Door 2 | Year 7/8 | Year 7 Playground | Main Hall |
| Y9 | 10.15 - 10.30 | LS Canteen | Door 1 | Door 2 | Year 7/8 | Year 7 Playground | Main Hall |
| Y7 | 10.30 - 10.45 | LS Canteen | Door 1 | Door 2 | Year 7/8 | Year 7 Playground | Main Hall |
| Y10 | 10.45 - 11 | LS Canteen | Door 1 | Door 2 | Year 7/8 | Year 7 Playground | Main Hall |
| Y11-13 | 11 - 11.15 | LS Canteen | Door 1 | Door 2 | Year 7/8 | Year 7 Playground | Main Hall |

| Lunch | Time | Food Collection | In | Out | Toilet | Social Area | Wet Area |
|--------|---------------|-----------------|--------|--------|---------|-----------------------------|---------------------|
| Y8 | 12.25 - 12.55 | LS Canteen | Door 1 | Door 2 | Year 8 | Year 7 Playground | Year 8 Social area |
| Y9 | 12.25 - 12.55 | US Canteen | Door 1 | Door 2 | Year 9 | Upper School Yard - Year 9 | Year 9 Social area |
| Y7 | 12.55 - 1.25 | LS Canteen | Door 1 | Door 2 | Year 7 | Year 7 Playground | Year 7 Social area |
| Y10 | 12.55 - 1.25 | US Canteen | Door 1 | Door 2 | Year 9 | Upper School Yard - Year 10 | Year 10 Social area |
| Y11-13 | 1.25 - 1.55 | US Canteen | Door 1 | Door 2 | Year 11 | Upper School Yard - Year 11 | Year 11 Social area |

Transport

Students should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should follow guidelines on social distancing and **face coverings MUST be worn**. In addition to the East Riding Council guidance (attached) please see additional measures to mitigate the potential risks. Year 7, 9, 12 and 13 students will be encouraged to sit downstairs on the bus in both directions. Year 8, 10 and 11 students will be encouraged to sit upstairs. Please see attached documents (maps and bus seating plan).

The curriculum

Our focus is to support all students' health and wellbeing and to help them transition back into school life successfully.

To provide all students the opportunity to excel and engage with learning, the school will ensure the following:

- Additional support for students who are at risk of falling behind their peers
- Continued support for students with SEND
- Provision and contingency plans for remote education in the event of a local lockdown

Lessons will work in a similar way to normal as far as possible. An adequate amount of time will be spent getting students up-to-speed on material from the previous term that they may have missed due to Covid-19.

PE lessons will continue to ensure students get the exercise they need; however, activities within these lessons will be strictly non-contact and students will remain in consistent groups with other students from their bubble throughout the Autumn term at least

Parents who are continuing to help educate their children at home because the child is extremely vulnerable and have been advised to do so by medical professionals, will be continually supported by the school. Further information about learning from home is available below.

If your child is offered an additional opportunity to ensure they can move forward and progress in their learning, support from home to access this support is essential.

Remote learning

Although all students can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for students to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access the learning material for their children differs, which is why we are committed to doing all we can to help students who are learning at home.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via email, or remotelarning@holderness.academy if you are experiencing any problems.

Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Students are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors, stairwells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Students who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behaviour Policy.

We understand, however, that these measures may be difficult to follow for some students, particularly if they experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with students to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

A number of changes have been made to the school's behaviour policy in light of the Covid-19 pandemic.

Reflection - The Academy will no longer have Isolation; this has been replaced with Reflection. Students will be asked to work for a period of time in Reflection in order to reflect on the unwanted behaviour that they have demonstrated.

Late to Lesson - If a student is late to lesson on two occasions in the same week they will receive an after school detention.

Classroom Behaviour Stages - The Academy is adopting a **Warn-Move-Remove** staged warning approach when dealing with disruption within the classroom, therefore removing one behaviour warning.

Five and Seven: Accumulation of Warnings - If a student receives 5 behaviour warnings in a week they will receive an after school detention; last year this number was 6. If a student receives 7 warnings in a week the student will be placed in Reflection; last year this number was 8. These changes will be evident in the student planner.

The rationale for these changes is to raise standards and to allow students the right to an uninterrupted learning experience.

Safeguarding

Our Child Protection Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. A copy of this policy is available on our website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. If you need to report any changes, please contact designated safeguarding lead (DSL) Mr Truran and Child Protection Officer Mrs Ruston as soon as possible.

SEND support

Mrs Ashbridge (Director of Learning Support), along with other key members of staff and external agencies, will continue to coordinate support for students with SEND.

Support for students with SEND who are at home will continue to be delivered as it was during the lockdown period. Mrs Ashbridge will work with parents to identify support needs for students with SEND that are now returning to school.

If your child has an EHC Plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with Mrs Ashbridge.

Wellbeing

One of our key priorities as we fully open the school is ensuring students are given the wellbeing support they need.

Students will be able to speak to pastoral staff in school to discuss how they are feeling. These staff members will be on hand to support students themselves or to direct them to external support that may be required. We will also be distributing student surveys to assess how they feel about returning to the school site during the first half term.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact your child's Pastoral Manager in the first instance.

Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a student – this also applies to parents.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance.

If you do not have an appointment, please do not arrive at site as you may be refused entry.

Extra-Curricular

The Senior Leadership team will determine whether after school provision can resume. Afterschool clubs are not made available to students if doing so will put them at risk. There will be a reduced number of students attending after school clubs when they do resume.

Educational Visits

No educational visits will take place during the Autumn Term.

The support and understanding from our students' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on or near the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all students

Thank you for your continued support.