

**Wreake Valley Academy & Bradgate Sixth Form
Reopening to Year 10 and Year 12 students**

Information to Parents & Carers

Students, parents/carers or visitors must not attend if they are displaying any of the symptoms of Coronavirus.

The main symptoms of Coronavirus are:

- **high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)**
- **new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)**
- **loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal**

Parents and carers may find it useful to refer to the following DfE documents

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Transport to and from school

Students are encouraged to walk, cycle or travel by car to school. Parents/carers have already been contacted if their child is entitled to free LA transport. The Thurmaston/Hamilton bus will be unable to run. If students are being brought to school by car, only the student should leave the car unless prearranged with the school. At the end of the session if students are being picked up by car, drivers and other occupants must stay in the car. If a student is being met on foot, only one adult should come onto the premises and should adhere to the 2-metre social distancing.

If your child comes by bike they will be directed where they can leave their bike. Year 12 who have registered with Karen Stirk may travel by car and can park in the Post 16 carpark. Where possible students should leave a space between cars. Students should adhere to social distancing.

What to wear

Year 10 students do not need to wear school uniform but should be suitably dressed for coming into school. The equivalent of jeans and a t shirt would be suitable. Skirts should be knee length. Knee length shorts are acceptable. Midriffs should be covered. Year 12 students should wear the normal dress code.

When to attend the site

The arrival and dismissal of students has been staggered at 20 minute intervals to ensure that students are able to enter the building at a safe social distance. All parents and students are requested to strictly adhere to the timings that they are given for everyone's safety.

Students must aim to arrive at school at the designated time that they are given. They should arrive on their own and should not travel with other students to the site. At the end of the session students should leave the site as prearranged by parents/carers. Students should not arrange to wait for other students finishing at later time.

The parents/carers of each student will receive an email to inform them of when their face to face session will take place. For the weeks beginning the 15th June and the 22nd June, students will be invited to attend one morning to receive three face to face sessions. These will be for English, Maths and Science. We will be in contact with you to explain the arrangements for the subsequent weeks. All other learning will continue online.

If you have completed the survey to inform us that your child will be attending a session and they are unable to attend for any reason, please email us at admin@wvacademy.org to give us the reason why they are unable to attend. If we have not heard from you, we will contact you to inform you that your child has not arrived at school.

Entering and moving around the site / Registration

- **Entering the building and signing in**
Students will be met at the dark green gates by a member of staff and directed to wait at a 2-metre distance until the rest of their group arrives. Once the full group has arrived the group will walk to their classroom's external door, keeping 2 metres apart. When they have reached the classroom they will wait at a 2-metre distance outside of the room until they are directed to their seat in the classroom
- **Group Sizes and Designated Classrooms**
Year 10 students will work in groups of no more than 8. Year 12 students will work in groups of no more than 11. Students will be designated one room for their sessions and will not use any other classroom. Classrooms will be deep cleaned after the session in preparation for the group on the next day
- **Movement to other areas of the school**
If a student needs to leave the room during a face to face session, then the teacher will call a member of the Senior Leadership Team to help. Students will be escorted to the toilets during the break period. Students will not be able to access any other area of the school.
- **Students will be registered on entering the site.** If you have indicated to us that your child will be attending and they have not attended, we will contact you to let you know.

Classrooms and the timetable

- **Students entering the classroom**
Students will be directed to enter the classroom and will be given a seat in the room that is positioned 2 metres away from the nearest students. Students must not move the table or chair or swing back on the chair as this will not support the 2-metre social distancing
- **Hand sanitizers**

On entering the classroom, students will be asked to sanitize their hands using the sanitizer made available

- Classroom doors will be propped open and windows will be opened
- Distributing resources
Lined paper and any other resources needed for any of the three face to face sessions will already be placed on the table. No further resources will be distributed during the lesson
- Student equipment
Students must bring all the equipment they need to the lesson (pen, pencil, ruler, rubber, calculator). Equipment cannot be lent out or shared between students
- Movement around the classroom
Students cannot move around the classroom. Teachers will not be allowed to circulate around the classroom
- Content of the face to face sessions
Teachers will be recapping concepts and ideas from the online learning sessions. This will take the form of short quizzes, question and answer sessions and short tasks. In some cases, concepts that are about to be introduced in the online learning may be introduced but full instructions will also be given online
- Unfortunately we are unable to offer A Level Drama or Physics sessions but students will be able to access all other A Level subjects
- End of the Face to Face sessions
At the end of the session, students will be asked to leave the classroom by the external door and to line up at a 2-metre distance before being escorted back to the main gates
- Student behaviour. Students are required to follow the school Behaviour Code of Conduct at all times to allow the face to face time to be used effectively. Students must not touch or interfere with any other person's belongings. Students will be removed from lessons if they do not adhere to the school's code of conduct and parents/carers will be contacted.

Break times

- Year 10 students, who are attending for the 3 face to face sessions will be given a 20min break after the second session. Year 12s will attend for one session on any given day.
- Break times will be staggered so only a maximum of 8 students will be at break at any one time
- Access to toilets / Handwashing
At the end of the second session the whole group will be escorted to the foyer toilets where they will be asked to wash their hands and they can use the facilities.
- If the weather is fine, students will then be escorted to the external area outside of their designated classroom where they will be able to enjoy the rest of their break. If the weather is inclement, students will stay in the foyer. Students must stay at least 2 metres away from other students.
- No refreshments will be on sale; students will be required to bring their own refreshments with them. Students will not be able to share their refreshments with others.
- At the end of the designated break period students will enter the classroom to sit in their designated seats. Students will be required to sanitize their hands on entry to the classroom.

Fire and emergency evacuation

- Normal fire procedures will operate. If there is a continuous ringing of the fire bell everyone should leave the building by the nearest exit. Do not stop to collect your belongings; do not lock the doors.

Leaving the building

- Students and staff will leave by the external door. Students will be told to stay 2 metres apart and to follow their member of staff down to the netball courts, where they will be told to line up 2 metres apart.
- Students will be told when it is safe to reenter the building and will follow their teacher at a 2-metre distance to reenter the classroom by the external door.

First Aid / Suspected Coronavirus Symptoms

- If a student becomes unwell during a face to face session the class teacher will call help to the room. The student will then leave the room to receive first aid assistance.
- If the student is displaying the symptoms of Coronavirus the member of staff will remove the student from the classroom and take them to the Coronavirus first aid room. Parents/carers will be contacted and the student will go home to self-isolate for 7 days in accordance with government guidelines. All members of the household are required to self-isolate for 14 days. Parents/carers will be reminded to ensure that they are all tested.
- Parents/carers of all students in the group will be contacted and students will go home to self-isolate for 7 days. The teachers who have been in contact with the group will go home and self-isolate for 7 days.
- All parents/carers will be informed that there has been a suspected case of Coronavirus in the school. Other sessions will continue in accordance with government guidelines although some sessions may need to be cancelled if staffing is not available
- If there is a confirmed case of the Coronavirus we will inform all parents/carers. Those who have been in contact will be asked to self-isolate and arrange to be tested in accordance with government guidelines.

Parental contact with school whilst young people are on site

- Parents/carers are asked not to come on site unless they are picking up or dropping of their child or they have a prearranged appointment.
- If you need to contact your child in an emergency whilst they are in a face to face session then you should email admin@wvacademy.org or ring the emergency phone number 07513423386 Both of these contacts will be continuously monitored during the face to face sessions.

Classroom Preparation

- At the end of each face to face session the classroom will be deep cleaned in preparation for the next day's cohort. Only one cohort will use a classroom on a given day.