

## **COVID - 19 EBN Academy Re-opening:**

### **Parent Guidance – Updated 27<sup>th</sup> August 2020**

The following information has been produced by EBN Academy in line with government guidelines and based on the Birmingham City Council Risk Assessment. It relates to the re-opening of EBN Academy following a period of enforced closure due to the COVID-19 pandemic. Based on current guidance the Academy is expected to fully re-open from 1<sup>st</sup> September 2020. Our plan is to start the new school year in the following way:

1<sup>st</sup> September 2020 staff only

2<sup>nd</sup> September 2020 staff only

3<sup>rd</sup> September 2020 staff only

4<sup>th</sup> September 2020 staff and new starters only

7<sup>th</sup> September 2020 for all students - start time to be confirmed for individual year groups.

### **Key considerations and Logistical Advice:**

The overriding aim of the EBN Academy Trust is the safe opening of the EBN Academy sites for all staff and students. It is important to note that actions being taken and controls that are being put in place are in line with government and LA guidance with the aim of making the school environment as safe as possible. Controls, systems and routines will be under constant review to support the safest working environment for students and staff. The Government guidance states that AP's can operate as a whole school bubble and while it is our intention to adopt this approach, we will continue to minimise contact between year groups within the school. It is important to note that due to the way the EBN Academy cohort of students changes through the year nature, controls systems and routines may need to change as we move through the academic year.

Based on the LA and government guidance the following considerations have been/are being made in preparation for re-opening:

- How contact between students and staff can be minimised, taking into account the lay out of the Academy and the requirement to offer a broad and balanced curriculum.
- How the Academy can best implement social distancing guidelines – guidance states *“Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.”*
- All people entering the site will have their temperature taken using an infra-red thermometer. Those displaying an abnormal temperature will be refused entry to the site.
- Classrooms, office space and other learning environments such as workshops and science labs will be organised so that students are facing forward and, where possible, to maintain space between seats and desks, where possible, in line with national guidelines
- Decisions on which lessons or activities will be delivered will be taken based on the normal curriculum delivered
- Transitions between lessons, lunch time, and the end of the day will be staggered, so that all children are not moving around the school at the same time and to avoid congregation of students
- The Academy will aim to ensure that young people are in the same small groups for the majority of the day, and where possible different year groups are not mixed during the day, or on subsequent days
- The Academy will ensure that sufficient hand washing/sanitisation facilities are available. Where a sink is not nearby, hand sanitiser will be provided in classrooms, offices and other areas of the building
- The Academy will ensure that cleaning surfaces that student and staff are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, happens more regularly than normal
- The Academy will ensure there is opportunity for all members of the school community to frequently sanitise or wash their hands with soap and water for 20 seconds and dry thoroughly. All students will be expected to sanitise/wash their hands on arrival at school, before and after eating and at the end of lessons.

- The Academy will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Lunch breaks will be staggered to allow for surface cleaning between lunch sittings - young people should clean their hands beforehand and have lunch with their year group. Groups will be kept apart as much as possible and tables will be cleaned between each group.
- Communal staff spaces will be adjusted where possible and numbers limited to support social distancing.

## **Curriculum**

A full curriculum and timetable will be in place from the start of and students will study the full range of subjects on offer at EBN Academy. Where necessary extra session and work that can be completed at home will be provided to help students catch up on time missed.

## **Day to Day Operations**

While all efforts have been made to ensure the school day reflects what students are used to there are some key things that will have changed in their return.

### **Arrival at school, student services and form time:**

- Due to the numbers of students who attend the Academy, the varied locations they are travelling from, issues relating to public transport and the fact that we will be operating as a whole school bubble, start times for students will not be staggered at this point.
- Students will be met by Head Teacher and Deputy Head Teacher – **NO HANDSHAKES**
- On arrival students will have temperature taken by infra-red thermometer and will be required to sanitise/wash their hands.
- Numbers of students entering the building will be monitored to ensure congestion is not created at student services.
- On arrival students will have access to their pack at student services to deposit their mobile phone and other belongings. Students will be scanned.
- Students and staff will be expected to maintain social distance where possible – it is the individual persons responsibility to ensure social distancing guidelines are followed.
- Students will transition straight to form rooms from student services where they will be informed of any specific arrangements for the school day and reminded of hygiene and social distancing measures.
- Breakfast club will not take place, but small provision for food will be made in form rooms.

### **Transitions, Lunch time and Dismissal from the building**

- Transition between lessons will be staggered. Transitions will be supervised and lining up routines at the start and end of lessons will be kept to a minimum.
- Lunch times will be staggered to avoid unnecessary queuing and to allow time between for cleaning of surfaces. Hand sanitisation will be required on entry to lunch.
- End of day dismissal will be staggered to support social distancing, avoid unnecessary congestion and discourage social gatherings in the local areas and on public transport.
- Student belongings/packs will be returned to the classroom and placed on a separate table. Students will be invited to collect belonging 1 person at a time.
- Once all students have their belongings and are ready to depart the teacher will wait for senior leaders to inform them they can dismiss their students. They will then escort their children out of the building.

- Detention will still take place but will take place within each year/class group with a designated member of staff.
- Students exiting the building will do so immediately make their way home and not wait or congregate outside of the school.

### **Classroom Protocols:**

#### **Layout:**

1. Classrooms will be organised so all tables are, where possible, facing forward and spaced to support social distancing. Classrooms will not be marked into social distancing spaces as this could create confusion around rules and expectations.
2. A seating plan should be in place for each class and students must sit in their allocated seat and not move furniture or get up and move around rooms.

#### **Equipment:**

1. Students will be provided with individualised basic equipment for every lesson. This will include an exercise book, pen, pencil, ruler and cardboard folder. This will be their individual equipment and will not be shared. Staff should store these by group.
2. Classroom based resources, such as books and games, can be used and shared within the whole school bubble but these will be cleaned regularly

### **Specific classroom requirements/routine:**

To support hygiene measures the following routine will take place at the start of every lesson.

- 1) Students will briefly line up and then be welcomed into the room by their teacher.
- 2) They will be provided with an anti-bacterial wipe which they will use to wipe over their table. They will deposit this in the bins in the room.
- 3) Students will take part in their lesson, remaining in their seat unless asked to move by the teacher.
- 4) When the lesson has finished. Students will be asked to stand up and wait at their desks until the signal is given for dismissal.
- 5) On exit from the room the student will be provided with a squirt of hand-sanitiser to administer on their way to the next lesson.
- 6) Where appropriate doors and windows in rooms will remain open to aid ventilation.

### **Dealing with issues within class:**

The Behaviour Policy has an appendix detailing any adjustments made to behaviour management processes in the light of COVID-19 and the challenges created by it.

Staff will continue to adopt the normal systems, processes and strategies when dealing with issues within a classroom ensuring students are guided to make good choices through modelling by the teachers.

C3 detentions will take place within year groups and with an identified teacher.

Where a C4 is required students will still be removed from the class and placed elsewhere, the location of this will either be in another class within their Year group or with a member of staff who may not be teaching at that time.

Where behaviour consistently and intentionally breaches social distancing guidelines or where there is a major breach of COVID-secure behaviour the matter will be dealt with by a member of the leadership team.

Where first aid attention is required, staff should continue to follow the normal process but staff will wear PPE where required.

## **Student Expectations**

Students are expected to follow the normal rules of EBN Academy but a strong emphasis will be placed on adhering to the social distancing guidelines. Any pupil who continually does not adhere to school rules or social distancing rules will be addressed using the normal school sanctions (C1-C4). Where normal sanctions do not support the students to adjust their behaviour they will be referred to the Deputy Head Teacher or Head Teacher for further action. Specific issues relating to students include:

- Students are expected to attend in school uniform
- Students will be expected to hand and sign in all their belongings at the start of the school day and the normal routines in relation to this will apply.
- On arrival students will have their temperature taken by infra-red thermometer and **MUST** wash their hands.
- Students **MUST NOT** touch each other, or staff at any time.
- Students and staff will be expected to adhere to social distancing guidelines where possible.
- Students **MUST** sit in their allocated seat and remain seated unless told to move by the teacher. Students **MUST NOT** move tables and chairs.
- Students **MUST** follow all instructions about movement around the building and **MUST** not move around the school randomly.
- Students **MUST NOT** close doors that have been opened.
- Students **MUST** actively and frequently make sure their hands are clean.
- On dismissal, Students will exit the building immediately and be collected or make way go straight to the bus stop.

**STUDENTS ARE EXPECTED TO ENSURE THEY FOLLOW SOCIAL DISTANCING GUIDELINES WHERE POSSIBLE.**

**STUDENTS ARE EXPECTED TO FOLLOW ALL EXPECTATIONS IN RELATION TO THEIR CONDUCT IN SCHOOL AND RESPOND TO INSTRUCTIONS GIVEN BY ADULTS IMMEDIATELY**

### **Specific Expectations relating to COVID-19**

In light of the need for students to behave differently and adhere to health and safety requirements during the COVID-19 outbreak, the expectation is that all students have responsibility for:

- following school instructions on hygiene, such as handwashing and sanitising
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- following expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- telling an adult if you are experiencing symptoms of coronavirus
- following rules about sharing any equipment or other items including drinking bottles
- following expectations around use of toilets

Where students are not following these expectations staff will be expected to re-direct students and explain/model the correct behaviour. Students will be given time to adjust their behaviour and where necessary the normal behaviour systems will be used (C1-C4). If students persist in not following the expectations they will be referred to the member of staff on call who will support with the matter. If the student continues not to follow the instructions/expectations they referred to a member of SLT.

If a student deliberately spits or cough's towards another person, staff will be expected to call for SLT support immediately. The SLT member will deal with the matter.

## **Attendance**

The Government have stated that school attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, EBN Academy will offer them access to remote education and will monitor engagement with this activity.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

## **Toilets**

To support increased hygiene measures, students will be able to access toilets where necessary, however transition to toilets will be supervised. Staff checking of toilets will continue and any issues should be reported to a member of the SLT. Use of toilets at lunch will continue in the normal way with no more than 3 students visiting the toilets at any one time.

All toilets will be cleaned hourly during the school day and between lunch sittings as this is a busier time.

## **Face Coverings/Guidance on PPE**

There has been a change in guidance on the wearing of face coverings/masks. The Government have left the decision on wearing masks down to the individual Head Teachers of schools. With this in mind EBN Academy Trust have decided that if staff/students want to wear face masks between lesson and at communal time i.e. Lunch times, this will be permitted. Face masks will not be permitted in lesson at this point. A link to the most up to date government guidance relating to the use of coverings can be found in the COVID section of our website. This situation will kept under review, and any changes will take into account further guidance and local issues.

The majority of staff in EBN Academy settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- dealing with a young person whose care routinely already involves the use of PPE due to their intimate care needs.
- if a young person or staff member becomes unwell with symptoms of coronavirus while in the Academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the

supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

## **Guidance to staff, parents and pupils for travelling to and from school**

Where possible avoid the use of public transport, walk, cycle or travel by car if possible. We will also provide secure storage for bikes used by pupils. We are aware that access to public transport may be severely limited due to social distancing measure meaning due consideration may be needed in responding to lateness of student who have had difficulties accessing public transport.

### **If you have to use public transport**

In line with government guidance if you are required to use public transport you must use a face covering. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas. You should be prepared to remove your face covering if asked to do so by police officers and police staff for the purposes of identification.

Keep your distance from people outside your household. Public Health England recommends keeping a distance of 2 metres, where possible. The key thing is to not be too close to other people for more than a short amount of time, as much as you can.

There may be situations where you can't keep a suitable distance from people, for example when boarding, on busier services or at busier times of day. In these cases, you should avoid physical contact, try to face away from other people, and keep the time you spend near others as short as possible. If you can, wear a face covering on public transport. You should be prepared to remove your face covering if asked to do so by police officers and police staff for the purposes of identification.

Be aware of the surfaces you touch. Be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.

Treat transport staff with respect and follow instructions from your transport operator. This may include:

- notices about which seats to use or how to queue
- additional screens, barriers or floor markings
- requests to board through different doors or to move to less busy areas

Help keep yourself, other passengers and transport staff safe:

- wait for passengers to get off first before you board
- ensure you maintain social distancing, where possible, including at busy entrances, exits, under canopies, bus stops, platforms or outside of stations
- be prepared to queue or take a different entrance or exit at stations
- wait for the next service if you cannot safely keep your distance on board a train, bus or coach
- respect other people's space while travelling
- avoid consuming food and drink on public transport, where possible
- be aware of pregnant, older and disabled people who may require a seat or extra space
- be aware that some individuals may have hidden disabilities

## **Visitors**

To support social distancing and unnecessary contact with other people visitors to the site will be kept to a minimum. Potential visitors who may need to come onsite include parents, colleagues from commissioning schools, contractors and safeguarding professionals. Visitors will be required to:

- Have their temperature taken on arrival using Infra-Red thermometer
- Leave personal contact details to support engagement with NHS test and trace
- Sign in and out for fire evacuation purposes
- Observe social distancing, take appropriate hygiene measures and follow any other COVID-secure protocols as directed by the Academy
- Inform EBN Academy if they have recently had any symptoms of COVID-19 or if they test positive having visited the Academy
- Keep their visit to the minimum possible time
- Only visit the areas of the building that relates to their visit

EBN Academy will reserve the right to refuse entry to site if they believe the visitor poses a health and safety risk in regards of COVID-19.

## **Managing persons exhibiting COVID symptoms or a positive case of COVID-19**

At all times the Academy will follow Government and Local Authority guidance when dealing with a person exhibiting symptoms of COVID-19, a person who tests positive for COVID-19 or a potential outbreak of COVID-19.

If a member of the Academy community exhibits any symptoms of COVID-19 they **MUST NOT** attend school. If a student shows signs of Covid-19 in school, they will be isolated until parents/carers can collect them immediately. A separate room will be used and the person supervising will wear suitable PPE. Other students or staff will not need to be sent home at this stage. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.

If a student or staff member who attend the school test positive for COVID-19 we will follow the Government and Local Authority guidance at that time in relation to managing the situation. If a child or member of staff, or a member of their household test positive for COVID -19, they must contact the school immediately to inform the Academy of the situation as well as following the government guidance on self-isolation.

### **NHS Test and Trace:**

In the event of a member of the EBN community exhibiting COVID-19 symptoms, staff members and parents/carers need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, but may need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

### **Outbreak planning**

The Government and Birmingham City Council have published guidance and risk assessments for re-opening and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one student at EBN Academy has COVID-19 symptoms or is tested as positive. This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of the Academy or if there was a wider outbreak across Birmingham. The commitment from EBN Academy is that, if these circumstances were to arise, there would be clear communication with you about your child's attendance at school.

### **Remote Education**

In the event of a further enforced closure due to COVID-19, EBN Academy will continue to provide remote education for all students. This will include a blended approach of online delivery and appropriately differentiated work packs. Contingency plans will be regularly reviewed and the provision for remotely learning will be continuously developed.

### **Ongoing Review**

The measures set out in this guidance have been created in line with the latest government guidance (7<sup>th</sup> August 2020) and Local Authority risk assessment (version 5 -08/05/2020). The COVID-19 pandemic continues to be a fast-changing situation and we will need to continue to adjust plans to maintain the safest possible environment for staff and students. With this in mind the risk assessment, handbook, behaviour policy and controls, systems and routines will be monitored and held under constant review. Staff will be asked for regular input into development of policy and procedures as the year progresses.