

Relevant Government Guidelines:

DfE – Planning Guide for Secondary Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Identification of Student Numbers

Total Number of Students

Year 7	190
Year 8	180
Year 9	150
Year 10	130
Year 11	140
Year 12	105
Year 13	95
Academy Total	990

Further Planning Actions

- CPD provided for all Academy staff 02.09.20
- Two Year 7 Transition Days will happen on 03.09.20 and 04.09.20 to help Year 7 into their new Academy and support them in following Covid-19 expectations in a new environment.

Onsite Dedicated Safeguarding Leadership & Support

Mrs Cummings – DSL&VP

Mr McNiffe – Principal

Mr Wilkinson - VP

Mr. Newstead - AEWM

Mr Holder – PEWM

Mrs Cain – Head of 6th Form

NB- For Organisation of Year Groups Please See the attached appendix (APSO20)

Transport Arrangements for Parents and Carers

- Parents and Carers, please be aware of the government recommendations for transport to and from education including avoiding peak times. Link: [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
 - If using a private vehicle, parents and carers are to drop their children off in the designated 'drop off zones' at the **Blaisdon Way Entrance** to the Academy (please see **Appendix- APSO20**).
 - If your son or daughter needs to be accompanied on to the Academy site, only one parent or carer is permitted to do so.
 - Parents and Carers must not gather at the Academy entrance gates or doors or enter the Academy building unless you have a prearranged appointment. An appointment can be made via email or telephone, admin@asachelt.org or 01242 711200. Thank you.
- NB** All students are to arrive to the Academy via the Blaisdon Way entrance. The Academy entrance on Howell Road will be closed with no access permitted through this gate during the Academy day. However, for departure at the end of the day, we have reinstated the exit gate



on Howell Road for Years 9, 11, 12 and 13. This is to enable a safe staggered exit without year groups mixing. Please see the timetable on pages 5.

Classroom and Activity based Cleaning, Hygiene & Safety

- In classrooms and learning spaces where a sink and washing facilities are not available, hand sanitiser will be provided for students and staff use.
- Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.
- Staff are to make sure they wash their hands and wipe surfaces, before and after handling students' books.
- There is no need for anything other than following personal hygiene protocols.
- Minimise the number of shared resources in order to make sure they can be wiped clean. Wherever possible, resources which are not easily washable or wipe-able should be removed.
- On entry to classrooms and learning spaces, staff are to greet students, ensure they wash their hands immediately on arrival, and then go straight to their dedicated seat and desk.
- Use of Academy resources for activities such as writing, sticking, cutting, indoor and outdoor activities should be avoided unless the staff responsible for the class can ensure objects can be cleaned before and after use.
- Students are to have their own usual Academy equipment as usually expected for school. Any replacement provided by the Academy, such as a pen or pencil, is to be kept by the student to replenish their equipment.
- Prevent the sharing of stationery and other equipment where possible.
- Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of students and adults using it, and that multiple groups do not use it simultaneously in accordance with the social distancing and one way systems in place.
- For PE, students will change in the normal changing rooms, which will be cleaned between uses. In the unlikely event of a changing room not being cleaned an alternative clean changing facility will be provided.
- Students must wash their hands frequently, but particularly after using outdoor table tennis and tennis equipment etc.
- All Classroom doors and entrances into Learning Zones must be kept open to avoid unnecessary contact with door handles.
- Dismissal from a classroom or learning space has to be managed by the teacher in charge to ensure safe social distancing of 1 metre.
- Classes must be dismissed one at a time in each "Year Group Zone" to manage and maintain social distancing.

PPE including face coverings and face masks.

Government guidance is:

*"The majority of staff in education settings will **not** require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:*

- *where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*
- *where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used"*

Full PPE will be provided by the Academy for staff tending to a medical situation that may arise for example, where a student becomes unwell with symptoms of coronavirus while in their setting and therefore needs supervision until they can return home.

NB: With regards to the most recent government announcement on the use of face masks in schools, our approach from the start of the pandemic has been that students and staff may wear a face covering or face mask if they wish to for their own reassurance, health and wellbeing. The Academy will not be in a position to supply all students with a mask or face covering. It is therefore the responsibility and essential for each individual to bring their own mask or face covering to the Academy. The Academy will supply all staff with a face shield (visor) for use during the working day.

Should the government or local authority instruct mandatory use of face coverings/face masks in schools, all students and staff will be expected to wear one during the Academy day. We anticipate, that this may be a possibility should cases of infection rise to a level of concern in the Gloucestershire or Cheltenham area.

General Site based Cleaning, Hygiene & Safety

Toilets/ Cleaning

- All toilets and washing facilities that are open for use are to be thoroughly cleaned by cleaning staff three times a day. Each facility will have a record sheet to be completed by the cleaner with the time and date of cleaning.
- One toilet area (8 cubicles) will be used by one zone area only so that each year group have their own dedicated toilet provision.
- Teaching staff in each year group zone and designated duty staff are to manage the corridor and toilet access areas.
- Procedures promoting good personal hygiene are visibly displayed in all toilet areas (20 sec. handwashing and "Catch It Bin It and Kill It" etc.)

Lunch & Break Times

- There will be the usual catering provision from 3 serving points to accommodate two year groups per serving point. The lunch break will be staggered to allow for two half an hour breaks for each year group. The serving points are Loaves and Fishes, The Manna and the Serving Hatch positioned outside the Bredon Block.
- Students and staff can bring their own packed lunches to the Academy each day.
- Free School Meals will be provided.
- All food rubbish and used cleaning materials are to be disposed of in the bins provided.
- Cleaning, Site and responsible staff are to ensure tables are wiped using the cleaning materials provided.
- Wash hands before and after eating.
- All staff must be prompt in starting/ending break and lunch time.

Parents and Carers

- Parents and Carers are not to visit the Academy Reception. Please email or phone as required for an appointment.
- Parents are not to enter the Academy building without an appointment. Students are to be dropped off at the Academy car parks as detailed in **Appendix APSO20**.
- Parents and carers may pick up students in the main Academy car park entrance on Blaisdon Way. You may wait in the bays marked in yellow. Please remain in the car. If busy, you will need to wait outside the Academy entrance gate keeping to the left hand side at a safe distance and not obstructing traffic.

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- Parents and carers are not to congregate at the school gates and must maintain social distancing during Academy drop off and pick up times.
 - There will be regular communication to parents to inform of any changes/updates to these reopening plans.
 - Normal attendance procedures will be followed as detailed in Government and DFE guidelines for full September opening

Independent Study Programme

- For all year groups, we have an independent study programme for students to follow at home after each Academy day. The study programmes have been thoughtfully constructed by our teachers to maintain a close connection to the curriculum and can be accessed on the Satchel portal (formerly known as "Show my Homework"). All students are expected to complete work set to complement their learning curriculum and to ensure no further lapse in academic progress since the commencement of the pandemic restrictions in March 2020.

Extra provision

After school curriculum catch up sessions and independent study time will be provided after the Academy day as detailed in the timetable on page 5.

Year 11 and Year 13 will have additional time for lessons at the end of each day.

Community Provision

All evening sporting activities, exercise classes, clubs and social groups are closed until further notice.

If a Student or Staff Member Display Symptoms

- If anyone becomes unwell with a new, continuous cough or a high temperature in the Academy, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a student is awaiting collection, they will be taken to Cleeve Ground Floor to the temporary dedicated sick bay where they will be isolated, monitored, supported in a space that has good levels of ventilation.
- Should they need to go to the bathroom while waiting to be collected, they will use a separate specific toilet. The toilet will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE must be worn by staff caring for the students while they await collection.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive.

If there is a Confirmed Case

- Where the student or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

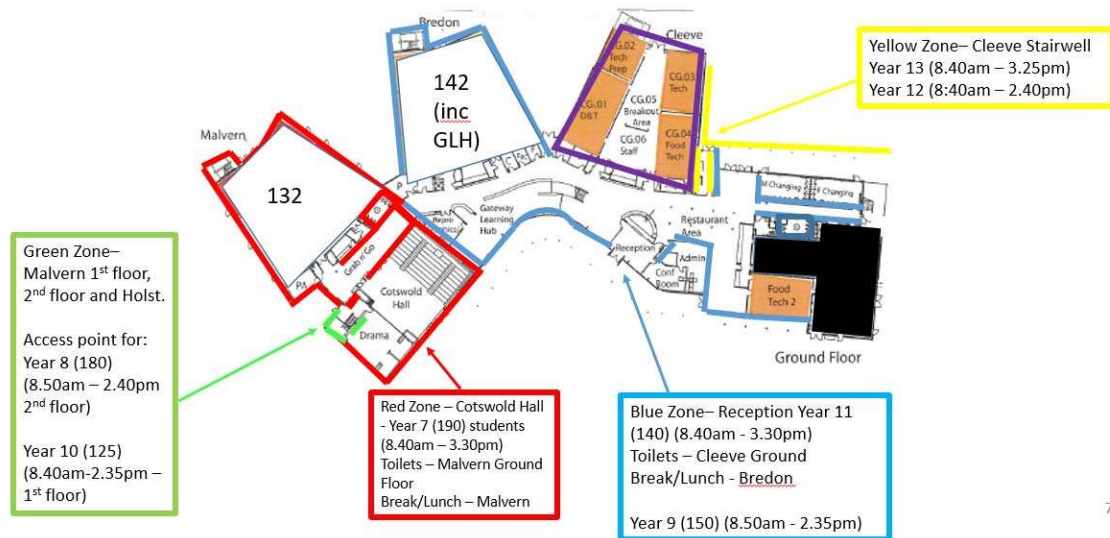
- If there has been a confirmed case, the Academy will contact the local health protection team. This team also contacts schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment and will work with the Academy to advise on further actions to take.
- The Academy will also risk assess the situation to determine the next steps to take i.e. need for zone closure or Academy closure for decontamination.

Daily Arrangements and Timings. Please Refer To Appendix APSO20 For Full Details

Autumn Timetable from September 2020

Year Group Bubbles	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13
Year Group Learning Zones	MG, CH, DR	M2, B2	B1, C1	M1	BG, GLH	C2, B207, C206, B107, H2	Gym, Dance, Study Rooms
Entrance and Exit	Red zone	Green zone side door	Blue Zone	Green zone	Blue Zone	Yellow Zone	
Academy Site Entrance	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate
Arrive to Academy, Line up Socially Distanced.	08:40	08:50	08:50	08:40	08:40	08:40	08:40
Meet, Greet and Pray (Tutor Time)	08:40-08:55	08:50-08:55	08:50-08:55	08:40-08:55	08:40-08:55	08:40-08:55	08:40-08:55
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
1st Lesson	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
2nd Lesson	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Break & Lunch Time Area	Outside Malvern	Outside Bredon	Outside Cleeve	Outside Malvern	Outside Bredon	Study Room or outside Cleeve ground floor	
Break (20 mins) and 3rd Lesson	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
4th Lesson	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Lunch (30 mins) and 5th Lesson	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Tutor messages/LIFE, PSHRE Programme.	14:25-14:40	14:25-14:40	14:25-14:35	14:25-14:35	14:25-14:40	14:25-14:40	14:25-14:40
6th Lesson	14:40-15:30	Independent Home Study	Independent Home Study	Independent Home Study	14:40-15:30	Independent Home Study	14:40-15:25
End of Day Departure	15:30	14:40	14:35	14:35	15:30	14:40	15:25
Exit Point	Blaisdon Way Gate	Blaisdon Way Gate	Howell Road Gate	Blaisdon Way Gate	Howell Road Gate	Howell Road Gate	Howell Road Gate

Ground Floor Site Map, Entrance and Exit Points.



Example Year 7 Plan. Please Refer To Appendix APSO20 For All Year Groups

Year 7 – Malvern Ground/ Cotswold Hall



Students	190
Venue	Malvern Ground/ Cotswold Hall/ Drama Studio
Arrive	8.40am
Leave	3.30pm
Breaks	Outside Malvern
Break time	10.50-11.10am
Lunch time	1.00-1.30pm
Toilets	Malvern Ground
Food service	Manna Service Point
Water refill	Manna water fountain

