**COVID 19 Expectations for the Academy’s opening in September**

We are really looking forward to welcoming all are students back into The Coppice in September. Over half of our students have been into the school already so know what to expect. For those who haven’t been into The Coppice we have put together the following information to help.

This document should be used by ALL parents/carers to help answer the many questions over the summer holidays that I’m sure most of our students will be asking. It is also to help remove some worries that parents/carers may have.

Since the 23rd March we have and will continue to follow Public Health England’s advice and The Governments advice. Consequently this document is subject to change in accordance to any government information advice that changes.

Prior to students arriving at the Academy:-

* If anyone in the household has had any Covid 19 symptoms students must NOT attend The Coppice and must report it to the academy as soon as possible.
* Students must wear their Academy uniforms ideally that are laundered daily.
* Private/Personal vehicles must have been cleaned with an appropriate agent, prior to the student entering the vehicle to go to the Academy, this includes all surfaces that come into contact with the student.
* Students must bring a packed lunch ideally that contains an ice pack as the academy cannot store packed lunches for students.
* No hot meals will not be provided at the school if students are entitled to a free school meal a packed lunch will be provided unless the voucher scheme has been extended.
* Students may bring one small bag ideally a carrier bag not cloth to carry their packed lunch including snacks and drinks for the day.
* PE kits will need to be brought in only on the days when students have PE and taken home afterwards.
* **NO other personal items to be brought into school.**

**Addendum to the academy’s behaviour policy**

If a child breaks the following rules by;

* Touching books or resources that are out of bounds
* Not washing/ sanitising hands
* Not maintaining social distancing as directed
* Not maintaining good personal hygiene
* Deliberate coughing or sneezing over or directed at another student or member of staff
* Spitting
* Biting oneself or others

Or any other behaviour that can lead to cross contamination with others.

 Parents/guardians will be asked to collect their child immediately and an exclusion will be given for dangerous behaviour.

**The Academy day will start at the normal time with students arriving between 8:30-8:40am** **on Wednesday 2nd September and finish at 3.00pm**

 The Government guidelines currently advise that people should avoid using public transport where possible. Instead try to walk, cycle, or drive. If you do travel, thinking carefully about the times, routes and ways you travel will mean we will all have more space to stay safe. Please see <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

* We will be accepting students who are transported by the local authority. The Academy has no jurisdiction over transport. Parents must read all the guidance that has been provided by their local authority and the Government Parents/carers must take full responsibility that their child, driver and escort adheres to the guidance.

**Arrival at Academy**

* All LA transport to pull on to the forecourt and when directed either allow students out or open the door to allow students to exit the vehicle.
* Parents/carers who will be transporting their child please pull on to the forecourt and when directed allow students out or open the door to allow students to exit the vehicle.

On exiting the vehicle students will be guided through the side access gate. Where students will be directed to use the anti-bacteria gel dispenser on hands (and told to rub in well). Temperatures will then be taken and recorded. Staff will be observing social distancing (2 meter gap) as much as is reasonably possible.

Staff will not be carry any items for students unless there is disability that prevents the student from carrying their bags.

Parents/carers and drivers are asked not to engage with education staff or other students with the exception of reporting a safeguarding concern.

Preferred communication methods;

 Email: office@coppice.shaw-education.org.uk

Telephone: 01782 973500

* All vehicles will then be guided out of the forecourt to ensure health and safety.

**End of the day:-**

* Parents and LA transport are requested to collect their child promptly at the allocated time of 3.00pm for the first 4 weeks using the same format for the start of the day (as above).

**In the Academy:-**

* All students will instructed/advised to use the antibacterial gel stations throughout the Academy, this will be from the point of entry, through any corridors that require surfaces to be touched and classrooms.
* Students will be temperature checked at lunchtime, if a student presents with a high temperature they will be isolated and asked to wear a mask in an allocated room with a member of staff and parents will be requested to collect immediately.

**First 4 weeks in September**

* The Academy is also operating a one way system for all students and staff which has clear signs indicating the direction of flow.
* On the first day students attend The Coppice, the tutor will explain the academy’s expectations for the students.
* Students will be escorted to the toilets by staff, stations have been set up for the toilet to be cleaned after use, and this is an expectation.
* Students will initially follow an adapted timetable
* Students will be allocated a seat in their tutor group classroom where they will be taught throughout the day. Students will be given a tray with all the resources that they need to complete any work set. The trays they are given are for their use only.
* All classrooms have been planned with the 2m social distancing gap between staff and students. Students will be seated in line with government guidance.
* KS3 Students will have staggered breaks and lunches to KS4 students to reduce the amount of students on the playground.
* All students will eat their lunch at their desk in their tutor room, music or a film will be played to ensure it is different to lesson time.
* All students will be called to the side gate at home time and escorted to the gate (walkers) or to their transport.