



An Active Learning Trust School

Information for Parents / Carers and Students

March 2021



Introduction

Dear Parents/ Carers

I have been so impressed with our community during this latest period of lockdown. I would just like to take this opportunity to thank everyone for their support and resilience in this time.

Following the Government announcement on Monday 22nd February, it is clear that we will start to welcome students back to school from 8th March. Returning to education in school is so important, but we must do so safely. The Government have set some recommendations to ensure a safe return.

These are:

- Social distancing, washing hands and wearing face coverings are still necessary.
- Face coverings must be worn in classrooms as well as in corridors. Only those that cannot wear masks, or when students have PE outdoors, are face covering allowed to be removed.
- Students will be offered three tests in school on their return.
- All staff and students will be then offered two tests to take home to administer.
- Rules on self-isolating and contact tracing are still in place.

As we return to school we also start to focus on 'catching-up' on lost learning time. We will keep you updated with our plans. We are looking forward to welcoming back our students to Neale-Wade.

This information booklet outlines the steps we have taken to ensure all members of the community can make a safe return to school. We have an updated, comprehensive risk assessment that meets the guidance from the Department of Education. The aim of this booklet is to ensure that students and parents/carers understand the ways in which we must continue to follow our procedures and behaviours, to reduce the risk for everyone. We have also changed some Year group rooms and locations for our return, as well as returning to the timings of the school day.

Please take the time to read through the information and be reassured that we have taken every step to ensure a safe return. The return to Neale-Wade may be a daunting one for some, but we have planned rigorously and staff are on hand to support where we can.

Thank you for your support and we look forward to seeing you all soon.

Mr G Horn

Principal

Government Guidance

In light of Government advice and guidance, Neale-Wade has adopted a range of whole school approaches and actions, to create a safer environment. To reduce the rate and transmission of infection we have:

- Ensured all students and staff have access to sanitisers; asking all members of the community to wash their hands more frequently and thoroughly.
- Adopted good respiratory hygiene by promoting 'catch it, kill it, bin it' approach.
- Secured more frequent cleaning of high contact areas.
- Minimising contact and mixing, by keeping students in consistent Year group bubbles.
- Reduced the risk of transmission in school, by asking all in the community to wear a facemask in classrooms and corridors, at break and lunchtime and whilst entering and leaving the site. (For those that have a medical need or are anxious about this, further information is contained within.)

Phased return to school

In order to support the testing of students, the Government has allowed for the phased return of students to school. Those students that have been given consent for testing, will be given an appointment time for their first day back to school. Students should not be on site until this time. We will prioritise those that use school transport, these students will be tested when they arrive. Those students who are not given consent should arrive on the allocated day, at the designated assembly point.

Year group first day back to school

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 8/3/21	11/13	10/12	7	8	9

Structure of the school day

We have altered the school day to ensure we minimise contact between year groups. We have introduced staggered break and lunchtimes, with different areas to eat for each year group. Our catering staff have worked hard to ensure we offer a wide range of food for all of us.

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
Bubble Zone	Humanities	English	DT/Social Sciences	Maths	Science	Sixth Form
Hub Room	G19	G11	Art IT Room	G46	111	Common Room
8:50-9.20	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor
9.20 - 10.20	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
10.20 - 10.50	Period 2	Period 2	Break Dining Hall	Break Atrium & Main Hall	Period 2	Period 2
10.50 - 11.20	Break Dining Hall	Break Atrium & Main Hall	Period 2	Period 2	Period 2	Period 2
11.20 - 11.50	Period 2	Period 2	Period 2	Period 2	Break Dining Hall	Break Atrium & Main Hall
11.50 - 12.50	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12.50 - 13.20	Period 4	Period 4	Break Dining Hall	Break Atrium & Main Hall	Period 4	Period 4
13.20 - 13.50	Break Dining Hall	Break Atrium & Main Hall	Period 4	Period 4	Period 4	Period 4
13.50 - 14.20	Period 4	Period 4	Period 4	Period 4	Break Dining Hall	Break Atrium & Main Hall
14.20 - 15.20	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5

Year Group Bubbles and Zones

Each Year group will have a designated area of the school. This 'bubble' will be used as their teaching rooms and tutor rooms. No other Year group will be permitted to access or utilise these spaces.

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
Bubble Zone	Humanities	English	Design Technology /Social Sciences	Maths	Science	Sixth form

Entrance and Exiting the Site

As each Year group have an assigned space, we will ask each Year group to access the school at different points. Students should NOT access the building without permission. If students arrive early we will ask them to go to their assembly point.

	Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
Access Point	Back of School into Humanities Block	Front of school into English Corridor	Back of school into DT /Social Sciences/Art	Front of school into Maths corridor	Doors at rear of building and stairs to Science	Sixth Form entrance door at front into Sixth Form
Assembly Point before school	Back tennis courts	Drama Quad	DT Quad	Front Lawn	Hard standing at back of school	Common Room

Visits to the School Site

During this time, visitors / parents / carers will only be permitted on site if the visit is essential or planned. Wherever possible, visits should take place outside of school hours. Our reception staff will, as always, keep a record of visitor details. Social distancing, face coverings and hygiene, must be followed by all.

Hygiene and Use of toilets

The sanitising of hands will take place when entering or leaving a classroom and prior to purchasing and eating food.

Everyone must follow the 'catch it, kill it, bin it' campaign, when sneezing or coughing.

A comprehensive cleaning plan has been developed to ensure all high use areas of the school are deep cleaned, including computer keyboards and PE equipment when used.

To restrict the social mixing in toilets, we have assigned specific facilities for each year group. Students must also ask for permission and will be given a, sanitised, pass to leave

class. This will enable us to monitor and control numbers of students using the toilets at any one time.

Students with underlying health conditions will still be issued a medical card as normal.

Learning and Teaching

Teaching may look slightly different than before. We have been advised that students should sit facing the front wherever possible, so desks have been rearranged in classrooms to allow for this.

Teachers are advised to keep socially distanced wherever possible. Teachers can come closer to help, but are advised not to spend much time doing this.

The main difference is that all students in a year group, will be taught in one area of the school. They may move between classrooms in this area, but will not be allowed in different classroom outside of this bubble.

Breaktime and lunchtime are also now arranged at different times of the day for each Year group. There are now two areas to purchase food; each designated to specific year groups to allow for cleaning.

Equipment

Teachers cannot loan out and share equipment between different bubbles of students. Therefore, we have purchased a pencil case with basic equipment for all students. This will be kept with tutors in form rooms. There is a form time at the end of the day to ensure equipment is collected. We expect students to be responsible for their own equipment and should bring in their own calculators and additional stationary if required.

Behaviour

The behaviour policy has been updated and ratified by Governors. This includes an update on expectations with regards to health and safety. (see website)

Purposefully breaking rules regarding health and safety will be deemed a serious incident. This now includes wearing a face covering in the building at all times.

The school will also run afterschool detentions if learning is disrupted and a student is asked to work elsewhere.

Each year group will also run a seclusion room for more serious incidents or persistent disruption.

Electronic devices (including phones, headphones)

Smart devices, such as phones, are not permitted to be seen, heard or used in school time. Staff will be asked to confiscate such items.

Students can bring in such equipment at their own risk, as this may be a useful way to contact home after school, but this should not be used in the school buildings.

Students can have access to communications home through their Year office or reception. Parents / carers can contact reception or Year teams through the main switchboard. Visits to the site are by appointment only.

PE kit

PE kit must be worn for the full school day when it is timetabled. Changing facilities will be limited, only being used if absolutely necessary.

All students **MUST** wear their blazer on top of their PE shirt to school, the blazer should be kept on as usual during other lessons and in the corridors. Their PE jumper must always be in their bag and only taken out and worn during the PE lesson (not break and lunch). To reiterate the expectations regarding PE kit please see below:

T-shirt

Neale Wade PE top

(black/navy as an alternative)

Trousers/Shorts

Black/Navy

(dark grey only if the student doesn't have the above colours)

Jumpers

Neale Wade PE Fleece

(black/navy as an alternative with a small logo- preferably NO hoods and large logos)

Bag for Masks

All students must have a sealable bag to store their mask in whilst outside.

Hair still needs to be tied up during PE lessons and jewellery removed.

Transport to school

Wherever possible, students should walk, scoot or cycle to school. We have recently increased our facilities to include a more secure scooter shed and fixed bicycle pump for student and staff use.

Any travel by public or school transport has a mandatory requirement that all travellers wear a face covering.

Face Coverings

In light of the most recent announcement regarding face coverings, we will ask all of our community to wear masks in classrooms and in corridors.

As a result of this, a face covering will be part of the uniform. Therefore, they must not have offensive wording or patterns/logos. A scarf or bandana is not an appropriate covering.

Where exactly will my child need to wear it in school?

- They'll need to wear it when they move through shared indoor areas of the school where it's difficult to stick to social distancing. This includes corridors and common rooms.

What will my child need?

Your child needs to come to school with:

- A **face covering**. We'd recommend a reusable one so that they can use it more than once, as they'll need to take it on and off several times during the school day. If this isn't an option, they will need to bring in several single-use face coverings each day. Their face covering should be secured to your child's head using ear loops only
- A **sealable plastic bag** to keep their face covering in when they're not using it so that it doesn't contaminate (or get contaminated by) other surfaces in school

Where can I get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online
- We've attached instructions from the government on how to make a cloth face covering
- Supervise your child if they'll be making it themselves

How should my child use their face covering?

- Watch [this video](#) from the World Health Organisation with your child so they know how to wear their face covering safely. We'll watch this in class too
- Their face covering needs to cover their nose and mouth when they're wearing it
- They shouldn't touch the front of the face covering or the part that's touched their mouth or nose
- They should wash their hands before and after touching the face covering, including to take it off or put it on. They should store it in an individual, sealable plastic bag between uses
- If it becomes damp, they shouldn't wear it, and they should replace it carefully
- Single-use face coverings should be disposed of after use (**not** in a recycling bin)

How often will it need to be washed?

- Reusable face coverings will need to be washed at the end of each day, ready for your child to wear the next day
- If your child has taken a spare reusable mask from school, this will also need to be washed before they use it again
- You can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent

What if my child is exempt from wearing a face covering?

- They won't need to wear one in school
- Please let us know by contacting your pastoral assistant / progress leader or SENDCO if your child is exempt so that we don't ask them to wear a face covering

What if my child forgets their face covering?

- We'll have a small supply of spares available at school
- To be safe in the knowledge that everyone has one, please make sure your child has their own so that we can keep our supply of spares for emergencies

To make a simple face covering

You will need:

- two or three 25cm x 25cm squares of cotton fabric
- two 20cm pieces of elastic (or string or cloth strips)
- needle and thread
- scissors



Two squares of fabric 25cm x 25cm



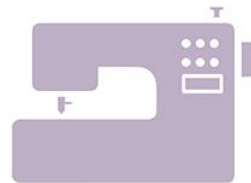
Two pieces of 20cm elastic



Scissors



Needle and thread

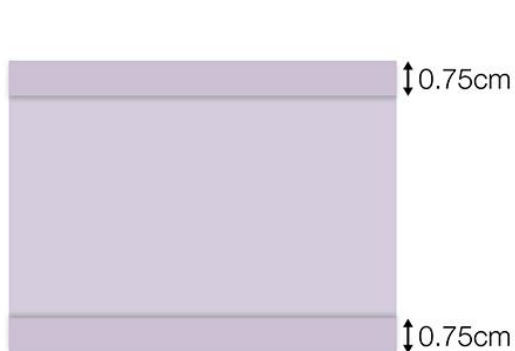


Sewing machine (optional)

Items you need for a sewn cloth face covering

Step 1: Cut out 25cm x 25cm squares of cotton fabric. Stack the squares on top of each other.

Step 2: Fold over one side by 0.75cm and hem, then repeat on the opposite side. Make 2 channels by folding the double layer of fabric over 1.5cm along each side and stitching this down.

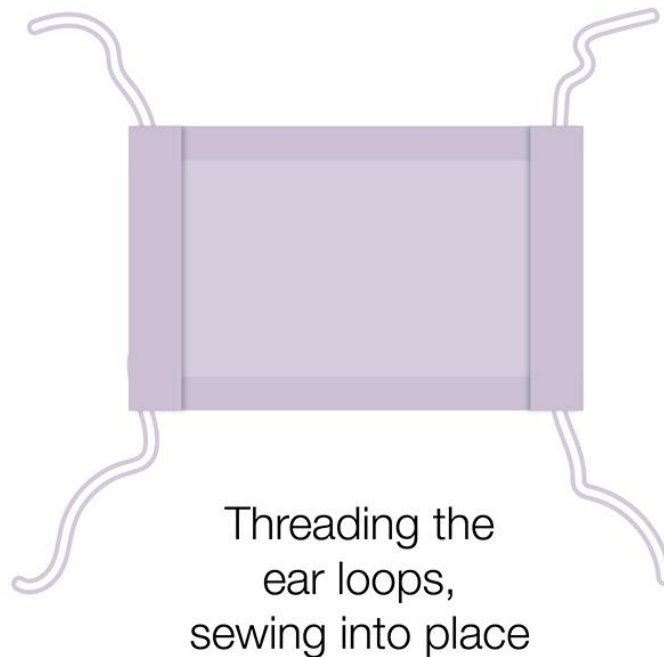


Fold over the top and bottom and hem

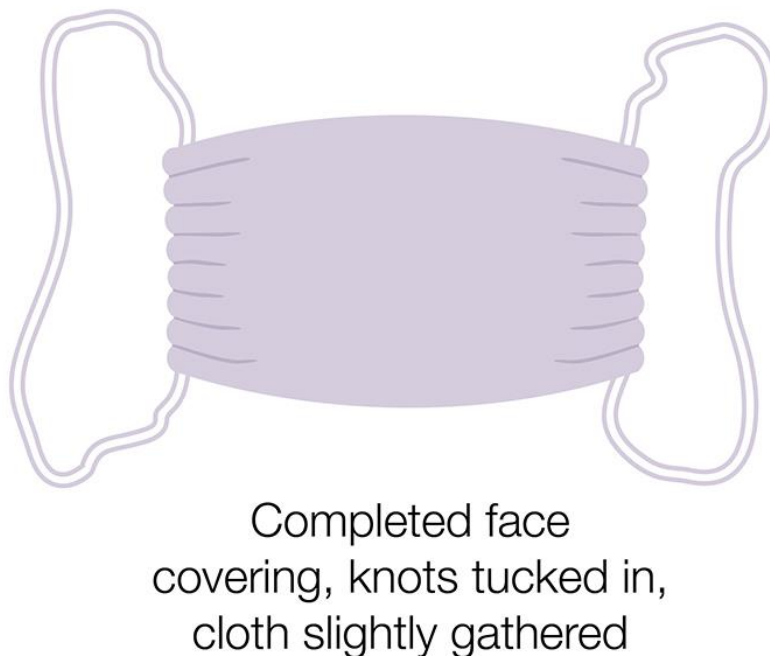


Fold over the sides and hem

Step 3: Run a 20cm length of elastic (or string or cloth strip) through the wider hem on each side of the face covering. These will be the ear loops. Use a large needle to thread it through. Tie the ends tightly.



Step 4: Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the covering on the elastic and adjust so the covering fits your face. Then securely stitch the elastic in place to keep it from slipping. These elastic loops fit over the ears.



Always take care to use equipment safely to avoid injury. Children should only follow these instructions under the supervision of adult.

Responding to a suspected or confirmed case of COVID-19

As children in all year groups return to school full-time, we must ensure that we put in place a range of protective measures to reduce the risk of transmission. We will also be engaging fully with the NHS Test & Trace process, and will work closely with the local Health Protection Team of Public Health England and the local authority to ensure that any confirmed cases are reported without delay.

Where there is a possible case of coronavirus in school

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. They will be asked to arrange a test at the earliest convenience (either by visiting a test centre, or by requesting a home test kit) and to share the results with the school.

Where there is a confirmed case of coronavirus in school

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household or support bubble should self-isolate from when the symptomatic person first had symptoms and should continue this period of isolation even if they too have been tested and have received a negative test result.

The school will work with the Health Protection Team of Public Health England to carry out a risk assessment to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation, and will be advised of any additional measures which are required. Again, the individual will not be named and personally identifiable information will not be included.

What you can do

If your child, a household member or a member of your support bubble develops any of the following symptoms, we would ask that you **notify the school immediately** and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119.

- A high temperature
- A new and persistent cough
- A loss of, or change in, normal sense of taste or smell (anosmia)

Covid-19 Related Absence from school – a Quick Guide for Parents

What should I do if?	Action needed ...
<p>My child is feeling ill with Covid-19 symptoms of:</p> <ul style="list-style-type: none"> • a high temperature – this means your child feels hot to touch on their chest or back • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • a loss or change to your sense of smell or taste – this means your child cannot smell or taste anything, or things smell or taste different to normal. <p>Most children with Covid-19 have at least one of these symptoms.</p>	<p>DO NOT SEND YOUR CHILD TO SCHOOL.</p> <p>The whole household must self-isolate. Your child will need to isolate for 10 days from the start of symptoms.</p> <p>You should book a test for your child using this link here, or by phoning 119.</p> <p>Please note - <u>only</u> the person with symptoms should be tested and there is no need for others in the household to have a test, unless they also have any of the symptoms mentioned.</p> <p>Make sure you tell the school immediately about the result of the test.</p>
<p>My child is feeling ill with other symptoms such as a sore throat, runny nose or a headache.</p>	<p>You should act in the same way as you would have done before the pandemic. This may involve sending your child to school or keeping them at home, depending on the nature and severity of symptoms. Of course you should seek medical advice via your GP or NHS direct on 111 if you would normally do so.</p> <p>Please note – if your child has sickness or diarrhoea they should not return to school until 48 hours after the last bout of this, as is normal policy.</p>
<p>Someone in my household has Covid-19 symptoms</p>	<p>DO NOT SEND YOUR CHILD TO SCHOOL.</p> <p>The whole household must self-isolate and the person with symptoms should book a test using this link here, or by phoning 119.</p>
<p>Someone in my household tests positive for Covid-19</p>	<p>DO NOT SEND YOUR CHILD TO SCHOOL.</p> <p>The whole household should isolate for 10 days. The person who has tested positive must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours.</p>
<p>Someone in my household with symptoms tests negative for Covid-19</p>	<p>Your child can return to school, assuming they are well, and no one in the household or support bubble has any further Covid-19 symptoms.</p>
<p>My child tests positive for Covid-19</p>	<p>DO NOT SEND YOUR CHILD TO SCHOOL.</p> <p>Your child must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours. The rest of the household should isolate for 10 days.</p>
<p>My child tests negative for Covid-19 (test done when the child had symptoms)</p>	<p>Your child can return to school, assuming they are well, and no one in the household or support bubble has any Covid-19 symptoms.</p>

