

21<sup>st</sup> May 2020

Dear Student

We are very much looking forward to welcoming you back to the academy after such a long time and providing some face time with your teachers. As you can see from the timetable, we have tried to put on as many of your normal lessons with subject specialists as possible and we hope you will find it useful. As you will expect there are a lot of things we need to put in place and I am afraid that school will feel very different to how it normally does. Please read the following instructions carefully.

#### Arriving and leaving the Academy

If you have lessons in the morning, please arrive at 9.15am. If you have lessons in the afternoon please arrive at 12.30pm. On arrival you will be asked to queue outside at two-metre distances along the front of the building (in front of the maths rooms). As you enter the building directed by staff please use your card and the inventory system on the student reception desk to sign in. Maintain a two-metre distance from the person in front if there is a queue.

Once you have signed in please go straight to the restaurant where you will need to be seated two metres apart from any other students or staff and remain in your seat until asked to leave. You will then receive an important briefing for the day before making your way to your allocated classroom with your teacher, maintaining a two-metre distance and using the technology staircase travelling all the way to the top floor and then on to your allocated classroom. Please avoid touching the handrails unless absolutely necessary. When dismissed from lessons we ask you to use the same staircase to come back downstairs. Your teachers will accompany you and we ask you to then sign out and leave the site as soon as possible.

#### Lessons and equipment

For AM lessons you stay in the same room for two hours 9.30-11.30am. For PM lessons you will also stay in the same room for two hours 12.45-2.45pm. During lessons you will need to stay two metres apart from others as much as possible. You will not be doing any group work, moving around in the class, or sharing equipment so please make sure you bring your own pen, paper and any other basic equipment that you might need. Please only bring what you need into the academy building. If you need to use the toilet during lesson you will need to use the Newstead toilets and can only go one at a time.

#### Time in between the AM and PM session

If you have lessons in the morning and afternoon, we ask you to leave the site for lunch wherever possible. If this is not possible because you live too far away, please let a member of staff know and we will allow you to use the sixth form quiet study room during this time. Desks have been set 2m apart so please do not move these and find an available seat and remain in it for the duration of the session. You will need to stay in the study room the whole time (11.30am-12.30pm) apart from if you need the toilet (you will need to use Welbeck toilets only) or when you will be able to have lunch in the restaurant. If you need lunch, then you can make your way to the restaurant at 12pm where this will be available. Again, you will need to maintain a two-metre distance from any other staff and students using the restaurant. At 12.30pm you must be seated in the restaurant ready for your afternoon briefing before the PM lesson starts at 12.45pm.

#### Handwashing

For hygiene during the day we would ask that you use the Welbeck or Newstead toilets to wash your hands before leaving home, before and after every lesson, after using the toilet, before eating any food or snack, and before leaving the academy. Government advice on handwashing can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> .

### What to bring

DO bring your own supply of tissues and hand sanitiser if you can.

DO bring basic equipment, pen and paper for your lessons.

DO bring your own snacks and drinks. You can bring a packed lunch too if you are attending both the AM and PM sessions and cannot travel home for lunch.

DO wear clothing that can be easily washed rather than your usual suits etc. However, please ensure that you do not wear anything inappropriate or revealing.

DO NOT bring large folders or files into school, they can stay at home for work to be placed into at the end of the school day.

DO NOT expect to be able to refill water bottles as our fountains will be switched off for hygiene reasons. Disposable cups will be available instead.

DO NOT bring in any unnecessary items from home. One small bag with the items mentioned above is enough.

### Travel to and from school

Please do not car share and avoid public transport if you can. Preferably you should walk or cycle, but you may use your own car individually if you live too far away. Guidance on travel from the government can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> .

### Coronavirus symptoms

If you show any symptoms of coronavirus during your time in school you need to let your teacher know straight away and then make your way to the medical room near Welbeck toilets. Please do not enter the medical room until you are invited in. It is very likely that you will be sent home straight away at that point. The symptoms are a high temperature, a new, continuous cough and a loss of, or change to, your sense of smell or taste. In addition you should not leave the house if you display any of these and are advised to use this website <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or call 111 for guidance.

### Advice for people showing symptoms and those in vulnerable groups

Finally, we would like you to follow all government advice in regard to isolating should you or anyone in your family display symptoms. This advice can be found here

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/> .

You also may be concerned about those who are at higher risk if they do catch coronavirus and advice on this can be found here

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version> and

here <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/> .

If you do not feel able to come into school during this period or if you are advised not to please just let us know. Work will continue to be provided by your teachers if you are not able to attend.

I know that we can rely on your full cooperation and that you will be sensible regarding these rules. Of course, if anyone is not, their parents will be informed and they will be asked to leave the site immediately. I have every confidence that this will not happen.

I look forward to seeing many of you on 1<sup>st</sup> June. Have a nice half term and stay safe everyone!

Take care,  
Ms McVeigh.