



CORE  
**CITY**  
ACADEMY

# Student & Parent Information pack for a return to School - September 2020

# Headteacher's Introduction

Dear Parents,

## RE: Arrangements for school reopening in September 2020

We are writing to share with you the arrangements we have implemented to ensure the safety of all staff, students and visitors to City Academy. These arrangements have been put into place following a robust risk assessment process. To help with this process we have also produced this detailed information pack for all students and parents.

We are looking forward to seeing the students once again, but we would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them. We can confirm that school will re-open to all students in September at the following times:

Date	Year Group	Site	Entrance/Exit	Start Time	Finish Time
4 <sup>th</sup> Sept	Year 7	Langley Walk	Bath Row	8:30am	3:00pm
7 <sup>th</sup> Sept	Year 8	Langley Walk	Cregoe Street	8:30am	3:00pm
7 <sup>th</sup> Sept	Year 9	Newhall	Charlotte Street	9:00am	3:30pm
7 <sup>th</sup> Sept	Year 10	Newhall	Newhall Street	9:00am	3:30pm
4 <sup>th</sup> Sept	Year 11	Newhall	Newhall Street	8.30am	4:00pm

We recognise that some of you may have some concerns about your child returning to school and that another change will be unsettling for some children. We also understand that the past couple of months will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – contact your child's Head of Year. If your child has an EHC plan please contact the school SENDCO, Mrs Patel – [Gpatel@corecentral.academy](mailto:Gpatel@corecentral.academy) who will support you and your child with their return to school.

All staff and students will have access to testing if they develop symptoms of coronavirus, and rapid action will be taken should any test come back positive to ensure that the school continues to be a safe environment.

It is important to note that if the current situation alters and there are any significant changes to the official guidance, we will ensure our families are updated accordingly. Please make sure that you check our school website regularly and you notify the school office immediately if there are any changes to your contact details to ensure we can get any important updates to you in a timely manner.

We hope that these arrangements provide you with the information you need to support your child's return to school. We would like to take the opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours sincerely,



Mr D Bailey  
Headteacher



Miss K Slater  
Headteacher

# Information Pack for Students/Parents

## Maintaining a safe school environment

We would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap or using hand sanitiser in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Hand sanitiser dispensers placed throughout the school premises including every classroom and in other key points.
- Additional handwashing facilities located in outdoor places and near entrances.
- Ensuring students and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away. Every classroom has a lidded bin and 'Catch it, Bin it, Kill it' posters in every room.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell students in a separate room.

**Engage with the NHS Test and Trace process.** All families must:

- Be ready and willing to book a test if displaying symptoms.  
(<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>)
- Provide details of anyone you have been in close contact with if you are tested positive with Covid-19 or if asked by Test and Trace.
- Self-isolate if you have been in contact with someone who develops symptoms or has tested positive for Covid-19.

## Guidance for Good Infection Control Practices

As an important part of our school community, we would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Students, family members, staff and other adults should not attend school if they have COVID symptoms or have tested positive in the past 7 days.
- Anyone developing such symptoms during the school day will be sent home, must isolate for 10 days and should arrange a test. Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If anyone becomes unwell with a new continuous cough or high temperature or has a loss of or change in their normal sense of taste or smell will be sent home and advised to follow Government 'Stay at home' guidance.
- Children unwell with symptoms in school awaiting collection will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision.
- Any member of staff who has helped someone with symptoms and any students who have been in close contact with them do not need to go home unless they develop symptoms themselves.
- Routinely taking the temperature of students is not recommended by Public Health England as this is an unreliable method for identifying Covid-19.
- Clean hands thoroughly and more often than usual.
- Staff and students must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change classrooms and before and after eating.
- Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:

- Face coverings are always required on public transport or when attending the hospital as a visitor or an outpatient.
- Face masks are not compulsory in school but we encourage the wearing of them, particularly in corridors and communal areas. If your child wears a face mask, they must be plain and contain no images or slogans. It must be either a 'surgical-type' or a plain blue, grey or black fabric mask. Scarf-type masks are not to be worn. Any masks we deem inappropriate will be replaced with a disposable mask. More information regarding symptoms and actions can be

found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

### **Response to any infection**

Measures that are to be followed in every case where relevant:

- Manage confirmed cases of coronavirus (Covid-19) amongst the school community:
- We will contact the local health protection team if aware that someone has attended school and has tested positive for Covid-19.
- Contain any outbreak by following local health protection team advice:
- If the school has two or more confirmed cases within 14 days, or an overall rise in sickness where Covid-19 is suspected, the school will work with their local health protection team and follow their advice.
- If a year group is sent home, we now have a Microsoft Office 365 Student Platform. This is an online classroom environment where staff are able to set and mark work for their classes. This will continue to run as an essential component in the delivery of our curriculum.

### **Children who are feeling ill whilst at school**

- If a child falls ill, they will be removed from the classroom and placed into the medical room by an SLT member wearing PPE, the room will be ventilated, the child will be monitored from outside the door through the window.
- Any medication given to, is administered in accordance with the Administering Medications Policy.
- Parents/Carers will be contacted immediately.
- Identified toilet for this child to use which will be thoroughly cleaned after the child goes home.
- The remaining children will be taken to an alternative classroom until the classroom can be cleaned thoroughly.

### **Attendance to school**

School attendance will be mandatory again from the beginning of the Autumn term. This means that 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 student at school, and they are of compulsory school age.
- School's will be recording attendances as normal and follow up absences.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

## **School uniform**

City Academy will return to our usual uniform policies for September. Uniforms do not need to be cleaned any more frequently than usual, nor do they need to be cleaned using methods which are different from normal.

If your child wishes to wear a face mask in school, they will be allowed to do so. Face masks must be plain and contain no images or slogans. It must be either a 'surgical-type' or a plain blue, grey or black fabric mask. Scarf-type masks are not to be worn

## **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when students return to school:

- Separate entrances and exits for different year groups on the Langley Walk site.
- Students will be allowed on site 20 minutes before the start of school but will be required to remain in a zone for their year group bubble. They must not socialise with students outside of their year group bubble.
- Staggered use of entrances and exits on the Newhall Street site.
- Breakfast clubs and after school clubs will be postponed until further notice.

## **Travelling to School**

We encourage students to walk or cycle to school if possible and avoid public transport where possible and at peak times. If students have to use public transport, **they must wear a face mask.**

It is important to wash or sanitise your hands before and after touching your face covering.

Those using public transport should refer to

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers>)

## **Arrangements for break and lunch times**

We recognise the importance for all students to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of students settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely. Please see timetable for the staggered break and lunch times.

## Langley Walk Site

Year 7	
Form:	8:30 to 8:45
P1:	8:50 to 10:45
Break	9:15 to 9:30
P2:	10:50 to 13:00
Lunch	11:40 to 12:10
P3:	13:05 to 15:00
Break	13:30 to 13:45

Year 8	
Form	8:30 to 8:45
P1:	8:50 to 10:45
Break	10:05 to 10:20
P2:	10:50 to 13:00
Lunch	12:30 to 13:00
P3:	13:05 to 15:00
Break	14:20 to 14:35

## Newhall Site

Year 9	
Form	9:00 to 9:15
P1	9:20 to 11:15
Break	10:10 to 10:25
P2	11:20 to 13:30
Lunch	12:10 to 12:40
P3	13:35 to 15:30
Break	14:25 to 14:40

Year 10	
Form	9:00 to 9:15
P1	9:20 to 11:15
Break	10:35 to 10:50
P2	11:20 to 13:30
Lunch	13:00 to 13:30
P3	13:35 to 15:30
Break	14:50 to 15:05

Year 11	
Core Subjects	8:30 to 9:15
Catch Up	
P1	9:20 to 11:15
Break	9:45 to 10:00
P2	11:20 to 13:30
Lunch	11:20 to 11:50
P3	13:35 to 15:30
Break	14:00 to 14:15
P4	15:30 to 16:00

## The school day

To minimise the number of students and staff assembling for periods of time, we have made the following changes to the school day:

- Students will access the sites through different entrances. There are staggered start and finish times for students according to year groups at the Newhall site.
  - Year 7 – 8.30am Bath Row Entrance
  - Year 8 – 8.30am Cregoe Street Entrance
  - Year 9 – 9.00am Charlotte Street Entrance
  - Year 10 – 9.00am Newhall Street Entrance
  - Year 11– 8.30am Newhall Street Entrance



- Staggered break and lunch time to allow for students to be accessing social areas at different times of the day and within year group bubbles.
- Lessons to be within the Year Group Bubbles in different zones of the school
- Staggered end times for students to allow for students to leave school within their bubbles.

### **Catering**

We have a new Catering supplier called Mellers who will be fully open from the start of Autumn term. Our school kitchens will comply with Government guidance for food businesses on coronavirus. <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>.

### **Taking Holidays**

We understand that some families may have taken holidays overseas during the Summer holiday period. If you have travelled abroad, please ensure you read the following Government guidance before you return to school in case you need to self-isolate: <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>. It is the expectation that all children are required to be available for school at the start of the Autumn term.

### **Mental Health Support**

We understand this has been a very difficult period for a number of reasons and some of our students and families may require some additional support as they re-adjust to school life. There will be several measures put into place to support the emotional needs of our children and our families. This will include PSHE/wellbeing sessions delivered within form times and all staff being trained on signs to look for to support with mental health and wellbeing. Our welfare team is available on site every day to help any student with this, students will be informed regularly as to how to access this support as well as being signposted to areas of support outside of school where this is appropriate. (Signposting information enclosed).

### **Educational visits**

Current Government advice is against domestic UK overnight and overseas educational visits at this stage, however it states that in the Autumn term, schools can resume non-overnight domestic educational visits for students. If students have to use school transport, **they must wear a face mask**. The official guidelines for this will continue to be updated and school will respond accordingly, families will be kept updated on this matter.

### **Support for students and families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on students' emotional wellbeing as well as their return to learning.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Kooth [www.kooth.com](http://www.kooth.com) Kooth is an online service offering free emotional and mental health support to young people.
- Forward Thinking Birmingham
- Childline

### **Behaviour expectations**

In order to support students and staff in school and also to ensure the strict safety guidelines are adhered to, balanced with the need for all students to learn in an environment conducive to learning, students will be reminded of the behaviour expectations in September.

- Students must remain seated throughout the lesson and require permission from the adult in charge if they want to move out of their seat
- Students must remain in the classroom; there may be exceptions to this if they have a medical pass. All staff will be informed of who these students are and the reason for their pass.

The full Behaviour Policy can be found on the website under policies.

### **Curriculum delivery**

We are aware students will have missed crucial time in their education, we have a plan in place for September that will enable students to 'catch up'.

### **Remote learning in the event of a local lockdown**

In the event of either a local lockdown or a 'bubble' lockdown, students would be sent home to isolate for 14 days. Students will be taught live during their 'original' timetabled lessons on Microsoft Teams by their subject teacher Resources will be shared with students through Microsoft Teams and printed resources will be sent home with students who are unable to access online learning

### **Curriculum Delivery**

As mentioned, students will be in year group 'bubbles' for their lessons, this is to enable us to have Year Group Bubbles. The delivery of the curriculum in regard to subjects available to the students will not be narrowed due to this, the students will still have access to a broad and balanced curriculum delivered by subject specialise teachers.

### **Setting of students**

In Years 7 and 8 students will be taught in mixed ability groups.

In Years 9, 10 and 11 students will continue to be set across the whole year group in English, Mathematics and Science.

Years 10 and 11 option groups will remain unchanged although they will be blocked together to enable specialist rooms to be used by other year groups on different days.

### **Specific lessons**

There are some lessons on the curriculum where there is additional guidance to the classroom-based lessons.

#### Music

Students are not allowed to sing, chant, play wind or brass instruments or shout indoors (even if students are distancing) this will mean that in music these guidelines will be adhered to and students will not take part in activities where any of these things are necessary.

#### PE

Students will still have PE lessons on their timetable, all PE equipment will be thoroughly cleaned before and after use, students will not be permitted to play any contact sports and where possible students will be facing front or back to back.

### **Equipment in the classroom**

Due to the Government Guidelines, there are some restrictions on the sharing of equipment within the classrooms. Students will not be able to share resources with each other, such as pens and so we ask for students to bring the following to school with them each day:

- Pen(s)
- Pencil
- Ruler
- Rubber
- Pencil Sharpener
- Pencil case
- Calculator
- Glue stick (pritt stick)
- Ruler
- Pencil crayons
- Headphones with a 3.5mm jack
- PE Kit should be worn to school on days when PE is timetabled

### **Appointments and visitors to school**

No adults will enter on-site unless through an authorised appointment - site protocols will be explained prior to visit. Where possible, all meeting with staff in school will take place virtually (Teams/Zoom) or over the telephone. Appointments need to be made in advance to ensure all safety protocols are followed. Families are not encouraged to gather at the school gates before or after school. If you have any questions, please do not hesitate to contact us on [enquiry@corecentral.academy](mailto:enquiry@corecentral.academy)

# Frequently Asked Questions - FAQs

## **1. What time will my child come to school on the first day?**

Students will come to school as if it is a normal day. The new times are included in this pack.

Friday 4<sup>th</sup> September - Years 7 and 11 will arrive between 8:10 and 8:30am – they must be in their form room by 8:30am otherwise they will be marked as late.

Monday 7<sup>th</sup> September Years 9 and 10 will arrive between 8:40 and 9:00am. – they must be in their form room by 9:00am otherwise they will be marked as late. Year 8 will arrive between 8.10 and 8.30am – they must be in their form room by 8:30am otherwise they will be marked as late.

## **2. I don't feel comfortable about sending my child to school. Do they have to attend?**

The Government guidance states that attendance is compulsory. If you are concerned about your child attending, please contact the attendance officer who will discuss your concerns with you. The exception to this is that if your child, or a member of the household, is showing any COVID 19 symptoms they must self-isolate and notify the school immediately

## **3. How will the school be helping my child to catch up with missed learning?**

Plans are in place to help your child close any knowledge gaps that they may have.

## **4. Will my child have to social distance away from other students?**

Government guidance states that students within each bubble (i.e a year group) do not need to social distance from each other when in school. However, they must not mix with other students from another year group whilst in school. Detailed plans are in place to ensure that students keep their distance from other students.

## **5. What are the arrangements for lunchtime?**

Each year group will have a 30 minute lunch time separate from another year group. They can either have a school lunch or bring a packed lunch. A new catering company will be on-site from September. Students will have the opportunity to go outside or remain in the dining hall.

## **6. Does my child have to wear school uniform?**

All students must wear school uniform, including shoes and not trainers. Please refer to the website for further details.

## **7. Why can more children now return to school?**

Since the decision was made to close schools for statutory provision, our understanding of the virus and its longer-term impacts has continued to develop. We know that we are going to have to live with it for some time and it will remain our biggest challenge for the foreseeable future. Although it is not possible to ensure a totally risk-free environment, research tells us that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is also no evidence that children transmit the disease any more than adults. Taking into account the improved situation we now find ourselves in, the balance of risk is now overwhelmingly in favour of children returning to school. Being out of school is detrimental for children's short and long term academic development and their health and wellbeing, particularly for disadvantaged children. We know that lower academic achievement also translates into long-term economic costs. We also know that school closures have affected some families' ability to work. Getting our learners back into school as quickly and as safely as possible will bring positive benefits on a number of fronts not least their mental and emotional wellbeing.

## **8. What is the classroom size for classes.**

Class sizes will vary but will be a maximum of 30 students.

## **9. How will you limit the risk of infection for my child?**

We have carried out a detailed risk assessment ahead of September re-opening and a comprehensive programme of measures to limit the risk to staff and children including:

Rearrange classrooms - ensuring desks and chairs are all forward facing.

- No mixing of different year groups - children will stay in their year group bubbles.
- Staggered start, break, lunch and after school times.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Every classroom and entrance to the school has hand sanitiser and a box of tissues.

- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach in every classroom.
- Cleaning frequently touched surfaces more often
- Allow students to wear face masks

### **10. How will I drop off and collect my child?**

Please try to social distance from other parents at the school gates, even if this means waiting further away.

### **11. Can my child wear a face mask to school?**

On the journey to and from school, your child can wear a face mask. All disposable face masks must be thrown away in the bin when entering the school. Any reusable face masks must be placed in a plastic bag and the plastic bag must be kept inside your child's school bag.

Face masks are not compulsory in school but we encourage the wearing of them, particularly in corridors and communal areas. Face masks must be plain and contain no images or slogans. It must be either a 'surgical-type' or a plain blue, grey or black fabric mask. Scarf-type masks are not to be worn.