



**CITY OF DERBY
ACADEMY**

**CoDA SEPTEMBER OPENING
GUIDANCE BOOKLET**

2020

DURING THE CORONAVIRUS PANDEMIC

DfE Guidance

As you will be aware from previous communication, the DfE released their guidance for the full opening of schools in September. The guidance clearly states that it is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term.

The guidance sets out the actions school leaders should take to minimise the risk of transmission in their school. This is public health advice, endorsed by Public Health England (PHE). The guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Full DfE guidance document:

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

Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school
- Whenever possible, minimise potential for contamination as far as it is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible

CoDA's Plans

In the first instance, students should only attend school if they are well. If your child is ill do NOT send them to school.

Structure of the Day

The normal school day will start at 08:40 and finish at 14:30. Lessons will remain 1 hour in length. The school time table is below:

Time	Session
08:40 - 09:00	Form Time
09:00 - 10:00	Lesson 1
10:00 - 11:00	Lesson 2
11:00 - 12:30	Lesson 3 and lunch (30 mins)
12:30 - 13:30	Lesson 4
13:30 - 14:30	Lesson 5 – END OF DAY
14:30 - 15:00	Support sessions for identified students

The start dates and times are as follows: -

Year 7 - Monday 7th September 08:40

Year 8 - Tuesday 8th September 09:30 (08:40 start every day after this date)

Year 9 - Tuesday 8th September 09:30 (08:40 start every day after this date)

Year 10 - Tuesday 8th September 09:30 (08:40 start every day after this date)

Year 11 - Tuesday 8th September 09:30 (08:40 start every day after this date)

From Wednesday 9th September school will start at 08:40 for ALL students

Where to Enter the School

There will NOT be staggered start times but there will be different entrances for students to enter and leave the school site. This will support year groups not coming into contact with each other during the school day. There will be signs around the school for students to follow. Please look out for them.

Year Group	Entry Detail
Year 7	Enter school by the main pedestrian gate
Year 8	Enter school by the second pedestrian gate near the main car access gate
Year 9	Enter school by the delivery gate on Farmhouse Road
Year 10	Enter school by the pedestrian gate on Farmhouse Road
Year 11	Enter school by the main pedestrian gate

Drop off and Collection

Following guidance students are to arrive and leave school and the local area following social distancing guidelines of 1 meter plus. To avoid large groupings students should go straight home. If parents are dropping off and collecting students can you please not congregate at the school gate.

School Transport

We recommend that students either walk or cycle to school. If students have to use public transport the current guidance states that the wearing of face coverings is mandatory.

Uniform and PE Kit

Students are to wear the full school uniform. In relation to the PE Kit, students are requested to wear CoDA PE kit, on the day that they have a PE lesson as they will not be able to use the changing areas.

Curriculum

All CoDA students will receive their complete time table. This will include all of the option subjects for students in Year 10 and 11.

Students in years 7, 8 and 9 will be taught in the same classroom and remain in that group for all of their lessons. This strategy will support students learning in a 'bubble'. Subject teachers will move between classrooms.

Students in years 10 and 11 will be taught in the same classroom and remain in that group for most of their lessons. Students will be changing groups and using subject specific classroom for their option subjects. Subject teachers will move between classrooms.

Whenever students move around the school they will be asked to wash/sanitise their hands. We would ask that students bring their own hand sanitiser. However, if this is not possible, the school will provide it.

Attendance

Now that the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again from the beginning of the Autumn term, this means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends regularly at school where that child is a registered pupil at school and they are of compulsory school age
- Schools' responsibilities to record attendance and follow-up absence
- The availability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct

Behaviour for Learning

The whole school behaviour for learning policy has been amended to reflect the current situation and it is crucial that we have the support of parents to ensure the safety of the whole school community. The policy highlights behaviours that should be avoided as they may increase the risk of COVID-19 transmission:

- Physical contact with someone who is not part of your household (this can include but is not limited to touching, biting, hitting, punching, hugging etc)
- Spitting
- Sharing equipment/containers e.g. water bottles
- Sharing food items
- Deliberate coughing
- Any other act that would be deemed to be deliberate and harmful towards another person or person(s) in relation to the spread of COVID-19

We would ask that you discuss in particular the behaviours above with your child and the importance of appropriate conduct in school.

Equipment

Students will not be able to share personal belongings or equipment. Therefore, it is crucial that students bring to school with them every day their basic equipment, please see the list below:

Pen, pencil, ruler, rubber, scissors, glue stick, calculator, coloured pencils, maths set in a suitable pencil case.

At CoDA we will also provide your child with an individual 'learning pack'. This pack will remain in school and contains all of the additional classroom tools your child will need. i.e. mini-white board. We also ask students to bring a reading book with them to be used every day.

Catering Facilities

Each year group will be allocated canteen use in their 30 minute lunch period and there will be a full provision. We would ask particularly in the first instance, that students bring their own snacks and lunch where possible.

Drinks - Water fountains will not be accessible as normal during the school day. Therefore, we recommend that students bring their own drinks to school. As a reminder students are not allowed fizzy drinks or energy drinks.

Face Coverings and PPE (Personal Protection Equipment)

We recommend that all members of the community wear face coverings in the following areas:

- All corridors
- Lining up for lunch
- Entering and leaving the school site
- Entering and leaving the Year group bubble zones

It is also recommended that face coverings are washed frequently or replaced. Advice and training will be given to staff and students so face masks are used and stored safely.

We expect all members of the community to provide their own face coverings but the academy will provide one in special circumstances. For example if a student receives free school meals.

Members of the school community who deem it necessary to wear a face mask for the entirety of the school day will be allowed to do so.

If a member of the school community has a medical reason for not wearing a face covering CoDA will respect this. Exemptions - Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

If CoDA becomes part of a regional or local lockdown, we will expect all members of the community to wear a face covering in the designated areas above.

Expectations for the use of face masks in school:

- Face masks worn should only be of a plain colour (with no patterns or graphics).
- Face masks should be worn correctly covering the face and nose. If a student is wearing a covering incorrectly e.g. on the chin, they will be asked to wear it correctly or to remove it.
- Students may be asked to remove their face mask by a member of staff (where social distancing measures can be maintained) for a short period to aid communication.
- It will be the parent's responsibility to ensure the wearing of a face mask by their individual child, if they deem it necessary.
- When face masks are removed, they should be put in a sealed bag/container.

The wearing of face masks in school will be reviewed on a regular basis in line with guidance from the DFE and Public Health England and we reserve the right to change our position.

Specific Guidance on Students Feeling Unwell with Coronavirus (COVID-19) Symptoms

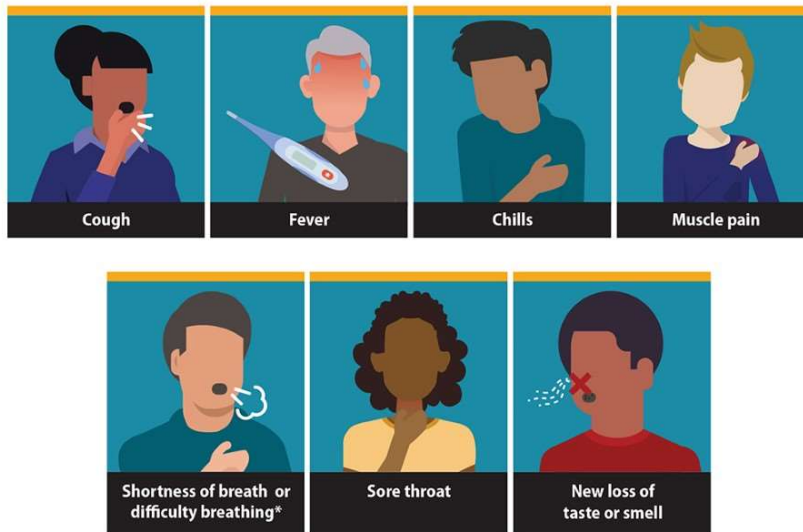
Students and other adults **must not** come into school if they have tested positive in the last 10 days or have coronavirus (COVID-19) symptoms:

- New, continuous cough
- High temperature
- Has a loss of, or a change in their normal sense of taste or smell (anosmia)

If anyone in the school becomes unwell during the day with any of the above symptoms, they must be sent home and self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) will also need to self-isolate for 14 days from when the symptomatic person first had symptoms.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 111 or use the NHS online coronavirus service if you need advice

Payment System

Our catering system is cashless – students all have a personal account which is charged for the items they buy. In line with many other schools, the City of Derby Academy has a biometric system where students' accounts are linked to their fingerprint pattern. This is safer and quicker than using money each day. Students need to have money on their account. You can make payments to your child's account balance through our secure online payment system ParentPay. Alternatively, students can make payments to their account using cash at one of our machines located in school.

In line with government advice and the COVID-19 pandemic, we are no longer accepting cash payments for trips, revision guides etc. and payments for these will also be made via ParentPay. You will need a username and password to activate your ParentPay account, we issue these to Year 7 students in September. ParentPay can then be accessed via the parent tab on the Academy website.



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