



**CITY OF DERBY
ACADEMY**

**CoDA OPENING
GUIDANCE BOOKLET**

March 2021

DURING THE CORONAVIRUS PANDEMIC

DfE Guidance

The Department for Education [DfE] have released their updated guidance for the full opening of schools from the week commencing the 8th of March 2021.

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). The full DfE guidance document can be found here:

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

The school will follow the systems of control recommended by the Department for Education.

To prevent the transmission of coronavirus (COVID-19) the school will always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated. In specific circumstances:

In specific circumstances the school will:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

In response to any infection the school will always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

The City of Derby Academy 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.

When can my child return to school?

We also know that at least 1 in 3 people infected with Coronavirus do **not** have any symptoms. Therefore, before students can come back into school, they need to receive a negative result on a Lateral Flow test. The Lateral Flow tests will be administered in school.

Students will be tested on the day before they return to school. Although the Lateral flow test is voluntary, it is an important weapon in reducing the spread of the coronavirus. When we welcome students back, the more students that receive a test ensures increased safety for all.

The table below shows the days when testing is available for each year group and the date that they should return to school.

Year Group	Testing date	Return to school date
Year 10	Friday 5 th March	Monday 8 th March
Year 11	Monday 8 th March	Tuesday 9 th March
Year 7	Tuesday 9 th March	Wednesday 10 th March
Year 9	Wednesday 10 th March	Thursday 11 th March
Year 8	Thursday 11 th March	Friday 12 th March

How will the Asymptomatic Testing work?

On the designated day of your child's test, they are to come into school for their test and then go straight home. The process should take no longer than 15 minutes.

Before the test, parents/carers will need to complete the online Microsoft Forms survey. This survey requests the personal details needed for testing and your consent.

Students can access the testing centre by the outside Gym door, but there will be members of staff on site to direct students.

Spacing testing out is important for social distancing. Therefore, we will need the following timetable to be followed.

Student Category	Testing Times
Students SURNAME begins with the letters A – G	0900 – 1000
Students SURNAME begins with the letters H – M	1000 – 1100
Students SURNAME begins with the letters L – Z	1100 – 1200

Face Coverings

Your child **MUST** wear a face covering in the following areas.

- **In classrooms**
- **All corridors**
- **Lining up for lunch**

o **Entering and leaving the school site**

Students will be allowed to remove face coverings whilst eating their lunch and when they go outside for lunchtime, as long as they are socially distanced.

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 your child has a medical exemption, please speak to your child's Head of Year.

The following information has not changed since schools were open in September.

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 timetable 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

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

Attendance at school from the week commencing the 8th of March 2021 is mandatory. 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.

This means from the 8th of March 2021 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 a 30-minute lunch period and there will be a full provision. This will maintain the year group bubble.

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

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.
- 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.
- When face masks are removed, they should be put in a sealed bag/container.

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

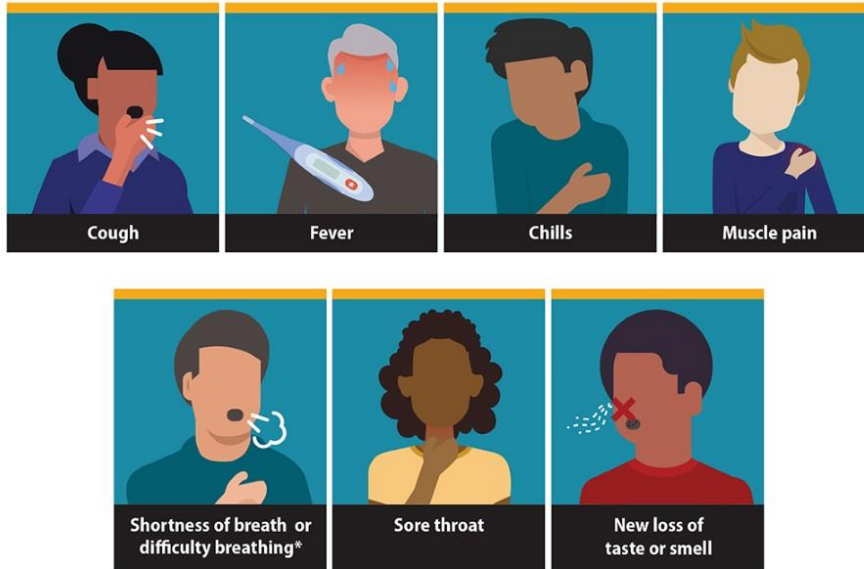
Students and other adults **must not** come into school if they have tested positive in the last 10 days or have coronavirus (COVID-19) symptoms:

- 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



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