



**CITY OF DERBY
ACADEMY**

CODA GUIDANCE BOOKLET

JUNE 2021

DURING THE CORONAVIRUS PANDEMIC

DfE Guidance

Rationale

The government set plans to ensure that ‘from the 8th of March, all pupils should attend school’. From the 11th of May 2021, the government reduced the threat of coronavirus to a ‘Level 3’ and the latest DfE operational guidance document outlined updates available to school:

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

The plans in this guidance set out how CODA can ensure that all students have access to subject specific spaces, whilst supporting the minimising of the spread of coronavirus. We believe that this resonates with the school vision of improving the life chances of all students.

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 that they do not attend 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 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 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.

Timings of the School Day

The school will start at 08:40 and close to most students at 14:30. There will be one lunch period where students will be on a rota. Due to restrictions in the wider community a staggered start time will not be possible. However, students will be staggered by location into CODA. Students will enter via different gates and doors to protect the year bubble.

Every time a student enters the school, a classroom, the canteen or changes location they will sanitise their hands with hand sanitiser provided. There will be hand sanitising dispensers on the walls at key points in all of these areas including every classroom.

Time	Session	Notes
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)	Year groups will access lunch according to a rota. Distancing year bubbles will also be in force.
12:30 - 13:30	Lesson 4	
13:30 - 14:30	Lesson 5	
14:30 - 15:00	Support sessions	These sessions will be for identified students.

Entry and Exit to CODA (including late comers)

Year Group	Entry Detail
Year 7	Enter school by the main pedestrian gate, proceed down the drive into the yard, enter the school building via the doors between E01 and lower toilets.
Year 8	Enter school by the main pedestrian gate, proceed into the yard, enter the school building via the fire escape and go to Upper F block.
Year 9	Enter school by the main pedestrian gate, go through the fire gate towards the tennis courts, enter the school building via the fire escape in C Block.
Year 10	Enter school by the main pedestrian gate, go through the fire gate towards the tennis courts, enter the school building via the PE doors. Proceed up the stairs to music, go along the top corridor to Upper D Block
Year 11	Enter school by the main pedestrian gate, go through the fire gate towards the tennis courts, enter the school building via the PE doors. Proceed towards the compass, go past the 'Bistro' to Lower F Block.

Students will be met by members of the year team. The year team will direct each student to the correct class, check that hands have been sanitised and check uniform. This may mean there is a slower start to the day.

Students who are late will have to wait outside the sports hall and use the 2m distancing marks. Once students have registered, sanitised and distanced in year groups in the sports hall, they will be collected by the DHoY and taken to their classrooms.

Exiting the School

Students will be in different classrooms and hubs at the end of the day. Students will be dismissed and will leave from the emergency evacuation exits in all hubs and classrooms.

Students will then follow the paths to the front gate via the 'yard' or the 'access road' on the tennis court side of the school.

Moving Around the School

Students will be allowed to move around the school to access subject specialist spaces/ classrooms. The following expectations are in place to reduce risk: -

- All students in upstairs classrooms will be dismissed and leave via the internal hub doors
- All students in ground floor classrooms will be dismissed and leave via the emergency evacuation doors.
 - In classrooms that have their own emergency evacuation doors (D08, D07, D06, D05, E01, E02, E03, F02, F03, F04, F05), students will exit through those doors
- All students will be asked to put face coverings on before leaving a classroom
- All students will be asked to sanitise their hands before leaving a classroom
- Students will keep face coverings on whilst in corridors and moving around the school site
- All students will move sensibly and keep to the left of the corridors
- Staff will be proactive in hubs to encourage punctuality to lessons
- The toilets will be supervised at lesson changeovers

Curriculum

Students will have access to their full timetable as set out in the curriculum policy at CoDA. Students will also have access to their subject specialist spaces as movement across the school will be allowed in specific circumstances.

Movement will be quick; face coverings are mandatory and hands sanitised on exit and entry to a new space. Class bubbles will be maintained in classrooms, year bubbles will be maintained in registration and at lunch time.

As movement will be organised the risk of 'contacts' is reduced as well.

Attendance

The DfE are clear that attendance is compulsory and school will adopt their normal procedures, including fixed term penalties, to ensure attendance at school.

In the first instance, the year teams will work with the Family Support Worker to establish why students are not coming into school. If there are anxieties, we will do everything we can to reduce those anxieties and get a child attending school. If this is not working and a child's attendance falls under our expectations our normal attendance processes will be followed.

Uniform

Students are to wear full school uniform and the usual uniform protocols will be in place. However, on days when students have PE on their timetable, students will be allowed to wear PE kit or sporting wear suitable for PE.

Face Coverings

It will be mandatory, for all members of the community, to wear face coverings where social distancing cannot be maintained. This includes: -

- In 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.

Track and Tracing at CODA

If there are any positive cases of coronavirus at CoDA, we will use the CCTV system to track the close and proximity contacts. We also have seating plans for their teaching groups which will be enforced in every lesson and be available if tracking and tracing is needed.

Lateral Flow Device Testing

- All members of the school community will be provided and be expected to conduct 2 LFD tests a week. We recommend that this takes place on a Sunday night and Wednesday night.
- If a member of the school community receives a positive LFD test result, we will instruct them to self-isolate until they have received a PCR test.

Remote Learning for Self-Isolation Students

If your child is self-isolating but is well enough to complete school work then they need to access relevant learning. It is important that your child continues their learning so that they do not miss the minimum education. If your child does not engage in work during their self-isolation then they may be asked to participate in our 'Getting Ahead' time from 2:30-3:00pm on their return to school.

Where do I need to get my work from?

To access your remote learning you will need to login to Microsoft Teams. To access Teams you will need to go to <https://portal.office.com/> and login with your school details. There is a video guide on how to do use Teams on our website: <http://www.cityofderbyacademy.org/remote-learning/>

In the past we have set work on Classcharts. You will now need to look on Microsoft Teams for all your work. If you want to access additional online learning, or if you are an individual who is self-isolating, then you can log in to EdClass and select online lessons. There is a guide on how to do this on our website.

How do I know what my child should be learning?

The teaching plans for all year groups are available on our website at <http://www.cityofderbyacademy.org/remote-learning/>. Here you can find out what topics they would have been working on in school. You can then use these to select the most appropriate topics in all the subjects that they study. We recommend spending time reviewing topics that have been studied previously.

If you have any problems

Please contact the school if you have any problems with remote learning. Your child's Year Team are the best people to speak to. Your child's Year Team will also call you for updates:

YEAR 7		YEAR 8		YEAR 9	
HoY:	Mrs J Bruce	HoY:	Mr A Bult	HoY:	Mr S Mumtaz
DHoY:	Ms A Rerrie	DHoY:	Mr T Proudlove	DHoY:	Mr R Timmins
YEAR 10		YEAR 11			
HoY:	Mr K Day	HoY:	Mr D Cholerton		
DHoY:	Mrs A Kamaran	DHoY:	Mrs D Richards		

If you have any problems with computer or internet access, then please let us know as we may be able to help you. If you need more work in a particular subject area, then your child can email the subject teacher directly using their school email account.

You can also email ICTsupport@citofderbyacademy.org if you need help with any logging on issues.

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

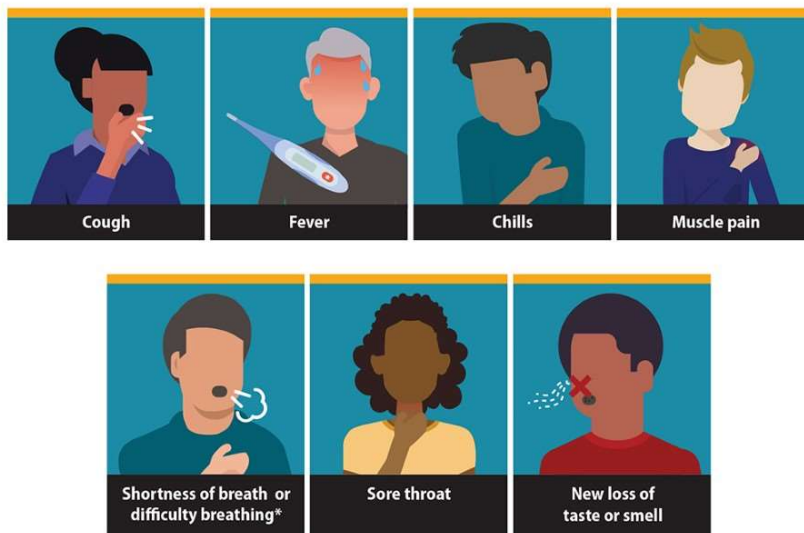
Students and other adults **must not** come into school if they have tested positive in the last 10 days or have coronavirus (COVID-19) symptoms:

- 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 10 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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