



CITY OF DERBY ACADEMY

CoDA September 2021
GUIDANCE BOOKLET

DfE Guidance

The Department for Education [DfE] have released their updated guidance for the full opening of schools in September 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. Ensure good hygiene for everyone.

Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important.

2. Maintain appropriate cleaning regimes.

CODA will put in place and maintain an appropriate cleaning schedule.

3. Keep occupied spaces well ventilated.

When CODA is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Pupils, staff and other adults should not come into school if they have symptoms; have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone at CODA develops COVID-19 symptoms, however mild, they will be sent home and asked to follow public health 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?

With infection rates increasing at the end of the summer term and over the summer break, knowing whether students are infectious before returning to school is very important.

Therefore, students will be tested, using a Lateral Flow test, 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.

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	Test date	Time	Return to school date
Year 7	Friday 3 rd September 2021	12:00 - 14:30	Monday 6 th September 2021
Year 11	Monday 6 th September 2021	09:00 - 11:30	Tuesday 7 th September 2021
Year 8	Monday 6 th September 2021	12:00 - 14:30	Tuesday 7 th September 2021
Year 9	Tuesday 7 th September 2021	09:00 - 11:30	Wednesday 8 th September 2021
Year 10	Tuesday 7 th September 2021	12:00 - 14:30	Wednesday 8 th September 2021

The timetable below highlights at what times, students should attend on their allotted day and session:-

Time	
09:00 - 09:45	Surname beginning with letters A - G
09:45 - 10:30	Surname beginning with letters H - M
10:30 - 11:15	Surname beginning with letters N - Z

Time	
12:00 - 12:45	Surname beginning with letters A - G
12:45 - 13:30	Surname beginning with letters H - M
13:30 - 14:15	Surname beginning with letters N - Z

How will the Asymptomatic Testing work?

On the designated day, and time, 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 <https://forms.office.com/r/gLPCJqqbDQ>

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

Track and Trace at CODA

From Step 4, close contacts will be identified via NHS Test and Trace. The school may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. We will continue work with health protection teams in the case of a local outbreak. Pupils, staff and other adults should follow public health advice on when to self-isolate.

Face Coverings

Are recommended to be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

Therefore, we are recommending that students wear face coverings whilst travelling on the buses to and from school.

Face coverings are not mandatory inside school, but if members of the community wish to wear a face covering, they can do.

It is recommended that face coverings are washed frequently or replaced.

Structure of the Day

The normal school day will start at **08:40** and finish at **15:00**. The school timetable is below:

Start time	End time		<u>Break times</u>
8:00am	8:30am	Breakfast club	Year 7, 8 & 9 - 10:00am – 10:25am Year 10 & 11 - 11:00am – 11:25am
8:40am	9:00am	Form Time/Assembly	
9:00am	10:00am	Lesson 1	
10:00am	11:25am	Lesson 2 & Split Break	
11:25am	12:25pm	Lesson 3	<u>Lunch times</u>
12:25pm	2:00pm	Lesson 4 & Split Lunch	Year 7, 8 & 9 - 12:25pm – 1:00pm Year 10 & 11 - 1:25pm – 2:00pm
2:00pm	3:00pm	Lesson 5	
3:00pm	4:00pm	Enrichment	

Attendance

It is vital for all children to return to school to minimise the longer-term impact of the pandemic on children’s education, wellbeing and wider development.

This means the normal 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

Where to Enter the School

Students will be staggered by the direction of travel into the school.

There is additional signage to help students navigate their way to the correct entrance.

There will be members of staff on duty to ensure that students access and use the correct areas.

Year Group	Entry Detail
Year 7	Enter school by the main pedestrian gate, proceed into the yard, enter the school building via the fire escape and go to Lower F block
Year 8	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 9	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 10	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 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 up the stairs to music, go along the top corridor to Upper D Block

School Transport

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

Uniform and PE Kit

Students are to wear the full school uniform. However, when **students have PE on their timetable, they are allowed to wear their PE kit BUT must wear their blazer as well.** All other elements of CODA are as they were before the pandemic began.

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

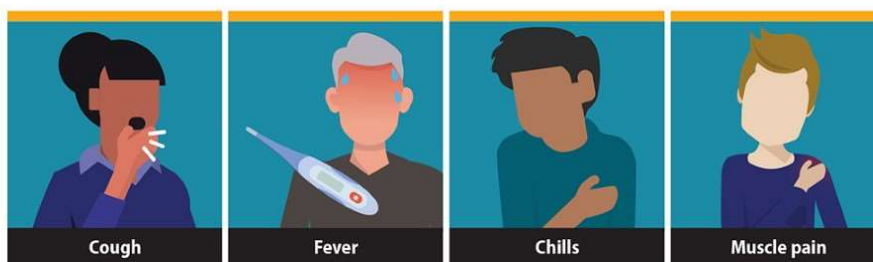
Students and other adults **must not** come into school if they have tested positive in the last 10 days or have coronavirus (COVID-19) symptoms:

- 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 will need to follow the guidance from the NHS and PHE.

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



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