



Hanson

EST. 1897

Hanson School

**Wider Opening
Parent, Carer and
Student Guide**

June 2020

Introduction

The Government has taken the decision to introduce the phased reopening of schools across England. The intention is that students in Year 10 and 12 are prioritised as they are sitting examinations next year.

To maintain the safety of students and staff the school has reviewed a range of policies and implemented an array of procedures which staff and students need to adhere to.

Under the guidance of the Government and Bradford Local Authority we are inviting Year 10 and 12 back to school from 15th June. Year 10 will attend one morning a week to access English, Maths and Science lessons delivered by specialist teachers. Year 12 will attend their normal timetabled subjects each afternoon (by timetabled block). These sessions will supplement their remote learning for the rest of the academic year.

Arrival and Departure

- All students and staff must adhere to the Government's social distancing guidance.
- For health and safety reasons parents are not allowed on site.
- Students must only attend on their allocated day.
- All students will be allocated a bubble (no more than 8 students). Bubbles will not mix with other bubbles in the same day.
- Students will be allocated staggered start and exit times:
 - Year 10 8.30-12.15pm
 - Year 12 12.45-3.00pm
 - Keyworker and vulnerable provision 8.00-3.15pm
- Students will be met by staff at the gates (top or bottom).
- Any students late to school by more than 15 minutes will not be allowed entry:
 - Year 10 sessions start at 8.45am
 - Year 12 sessions start at 1pm
 - Keyworker and Vulnerable students need to arrive by 8.15am or after 9.00am
- Students will be asked to line up at the front of school, two metres apart and asked to wash and sanitise their hands before being welcomed in by the pastoral and leadership team.
- Students will be registered at main reception and directed to their allocated classroom:
 - Level 4 Year 10
 - Level 3 Year 12
 - Level 1 and 2 Keyworker and vulnerable provision
- Their teacher will meet them at the classroom door and will direct them to their seat. All equipment is provided at the desk. The desks are socially distancing and cleared marked.
- Floor markings are clearly visible around the site to manage social distancing.
- All movement around the building is limited and via a one way system.
- On departure students will be dismissed a bubble at a time. They will wash and sanitise their hands before leaving.
- Students will be offered a grab bag on exit. This is complimentary for all students.
- All students must leave site straight away and not wait for other students.
- ARC students are based in the ARC.

- Students are welcomed at the gates and directed to the front of school. Students are welcomed by staff and line up at the front of school.



- Foot operated hand washing facilities at the front of school.
- Foot operated hand sanitising units around school site and in all classrooms in use.



- Students sign in at reception. Staff are behind screens at student reception.



- Students follow the signage, 2M distancing and the one way system around school.
- Stairs are allocated up or down only.



- Toilets are clearly signposted (one in/one out) and cleaned after every use.
 - Y10 Level 4, Y12 Level 3, Keyworker/Vulnerable Level 1.



Classrooms

- All teaching spaces are cleaned following each session.
- Every classroom has bins emptied and touch points cleaned throughout the day.
- Every classroom has sanitising wipes and hand sanitiser.
- Staff have been allocated a bubble. Bubbles stay together and do not mix with other students at any point during the school day.
- Classrooms have been remodelled and desks have been spaced to allow for social distancing.
- A maximum of 8 students per class.
- Classrooms are well ventilated (open windows and doors).
- Movement around the classroom and school is limited.
- One student per desk and equipment is provided.



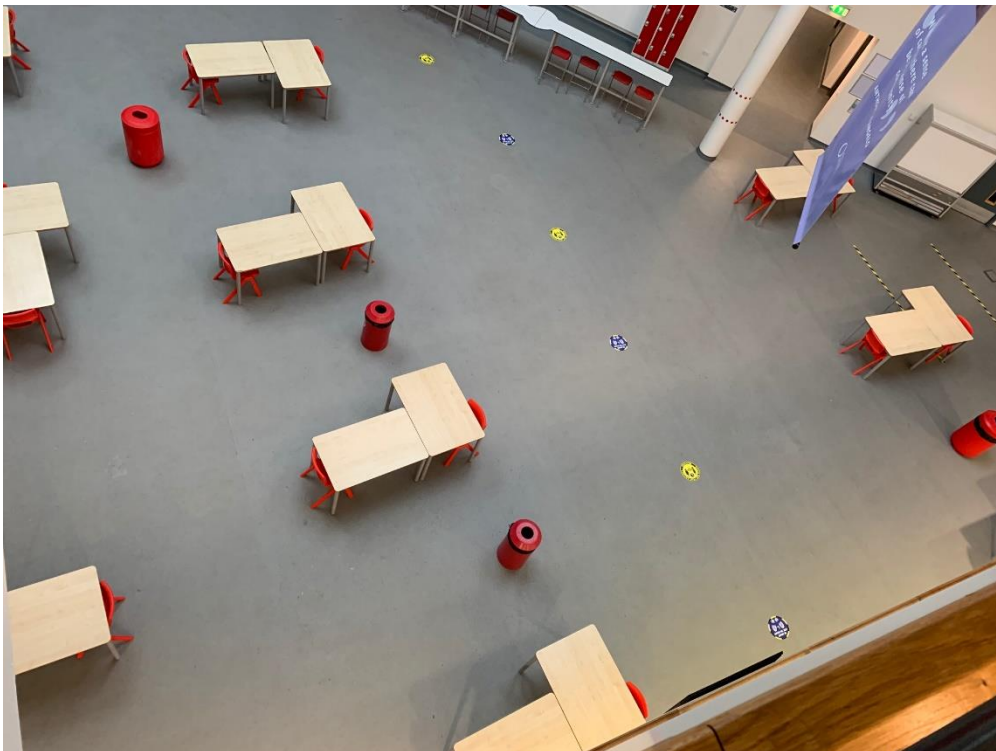
- Standard classroom layout. Staff do not cross the line. 8 students per class.
- Equipment is provided and replenished or sanitised following each session.
- Students are also provided with a bottle of water during the session.



- Year 10 are offered a complimentary grab bag on departure.



- Keyworker/vulnerable students are offered breakfast, lunch and a grab bag tea.
- The dining room has been remodeled to enforce social distancing.
- Staff and student foot operated hand washing facilities situated around the site.



Conduct

- The following are very clear directives designed to keep you, other students and staff safe. It is your responsibility to adhere to them especially during the Coronavirus pandemic.
 - **Plan your travel** to and from school carefully adhering to protective measures and making sure that you arrive at school on time.
 - **Wash your hands** and use sanitiser when you enter and leave school, enter and leave a classroom and where applicable before you eat.
 - **No physical contact.** There must not be any physical contact between you and other students or staff during the day, including hand shakes or hugs.
 - **Catch it, kill it, bin it** when you cough or sneeze and avoid touching your face.
 - **Coughing or spitting** at any other person is strictly prohibited and any incidents of this type will be dealt with severely.
 - **Follow the signage and seating plans.** It is non-negotiable.
 - **Maintain a safe distance** from others at all times.
 - **Stay in your allocated areas** and always social distance - Y10 Level 4, Y12 Level 3, ARC students in the ARC and Keyworker/vulnerable Level 1/2.
 - **Do not share equipment** and do not handle other people's belongings.
 - **Use the designated toilets** to you. Staff will escort you to the bathroom and remind you to wash your hands.
 - **When using ICT, wipe the keyboard and mouse** before and after each session.
 - **Wash your clothing** after you have been to school (where possible).
 - **Do not attend school if you are poorly** and tell an adult immediately if you feel that you have any Coronavirus symptoms such as high temperature, a continuous cough, loss of smell or taste.
 - **Parents and carers** must ensure that they are contactable during the day.
 - **The behaviour policy** will continue to be followed and adhered to.
 - **Any serious incidents that warrant a sanction,** might result in a loss of the students place in the provision.
 - **Students will be reminded of expectations** and social distancing.

Safeguarding

- Staff will always follow the schools safeguarding procedures (available on the school website).
- If there are any concerns that need to be addressed immediately, there will always be a named safeguarding person on site to provide guidance and take necessary actions.
- There will be a designated safeguarding lead in school every day the provision is on.
- Attendance and welfare telephone calls will be made daily for any child expecting to attend that doesn't.
- Welfare telephone calls will continue to students not attending the provisions.

Fire Safety and Evacuation Procedures

- New muster points are clearly displayed in each classroom and should be reminded of fire evacuation routes.

- In case of an evacuation, students will be taken out of the building following the evacuation routes and lined up in the MUGA and spaced safely to support social distancing.
- If the fire alarm sounds please do not run and do not stop to collect belongings. Leave the building via the nearest fire exit.
- The bubbles teacher is responsible for the safe evacuation of students in their care.
- Social distancing will be adhered to where possible.
- The SLT Lead will support teachers in registering and checking all students are present and safe.
- Designated staff will sweep the building as per fire evacuation plan.
- Students should remain at their designated muster point until instructed to do otherwise.

First Aid

- A first aider will be in school at all times.
- Where there is a first aider in the bubble - they will administer first aid. If not students will be directed to student reception or a first aider will respond to them.
- Staff will administer first aid where required, but will use PPE equipment - for example gloves and a face mask/visor (if appropriate).

Personal Protective Equipment (PPE)

The guidance we have been directed to follow was issued by the DfE. This states that:

Wearing a face covering or face mask in schools is not recommended. Face coverings may be beneficial for short periods indoors, where there is risk of close contact and where social distancing measures cannot be maintained for example on public transport or in shops.

If a student has worn a face mask to travel to school, this needs to be removed on entry to school as per DfE guidance on social distancing.

PPE is only needed in a very small number of cases:

- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained. If a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. The supervising adult is advised to wear a face mask, disposable gloves, disposable apron and a visor if a risk assessment determines there is risk of coughing, spitting or vomiting.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Infection Control

Transmission of coronavirus (COVID-19) mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces, which are then touched and introduced into the mouth

or eyes of an uninfected person. In all education, childcare and children’s social care settings, preventing the spread of coronavirus (COVID-19) involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

To minimise risk we have introduced the following infection control measures:

- Deep clean of all areas/classrooms after use.
- Hand washing and sanitising units around the site.
- Social distancing measures.
- To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as:
 - door handles
 - handrails
 - table tops
 - equipment
- If a student or member of staff develops coronavirus symptoms they will be sent home, advised to self isolate for 14 days and asked to take a test. Members of their household should also self isolate.
- If a student is awaiting collection from school as they have developed symptoms, they will be moved to a room where they can be isolated with appropriate adult supervision.
- If they need to go to a bathroom whilst waiting to be collected, they will use a separate allocated bathroom.
- PPE may be worn by staff caring for the student whilst they await collection.

Handwashing






Regular and thorough handwashing has been a key strategy in minimising the risk of contracting any harmful viruses. All staff and students attending the provision are asked to wash their hands regularly and thoroughly. We are using the following NHS guidance:



Whilst washing our hands regularly is important, there are other key principles we must follow so that we can minimise the risk of contracting and spreading viruses. We ask all staff, parents, carers and students to be familiar with these simple, but effective measures and actively follow these principles before, during and after visiting school.

Handwashing & Respiratory Hygiene

There are general principles you can follow to help prevent the spread of respiratory viruses, including:

-  Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.
-  Avoid touching your eyes, nose, and mouth with unwashed hands.
-  Avoid close contact with anyone especially those with symptoms
-  Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.
-  Clean and disinfect frequently touched objects and surfaces.

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We hope that you stay well and healthy. We look forward to having more students back in school and thank you in advance of your support.

If you have any questions or queries please contact us via school reception 01274 776200 or email us at info@hansonacademy.org.uk or studentquestions@hansonacademy.org.uk