

# Prepare to return to changes at Northfield Academy

## 'Ready, Respectful, Safe'



- Health and Safety procedures are in place to protect everyone in school
- School staff are the only adults permitted to enter the school building
- All areas will be aired, cleaned and disinfected daily
- Break times will be staggered

Whilst in school our Relationships Policy will continue and classroom expectations regarding behaviour will remain high.

Expectations around safe distancing rules will be strictly enforced on public health grounds and we ask that parents ensure that young people understand these before coming to school. If pupils are unable to adhere to safe distancing, we may not be able to allow them in the building and learning would take place at home.

## HEALTH & HYGIENE

### COVID-19 SYMPTOMS

- If pupils have symptoms for COVID-19 they should not come into school and should organise a test. Parents should inform the school of this by phoning 01224 699715.
- If a member of the household has symptoms or has tested positive, pupils should self-isolate for 14 days. Again, parents should inform the school of this by phoning 01224 699715.
- If a pupil becomes unwell and has symptoms of COVID-19, the pupil will be isolated in the building. We will ask a parent to come and collect them from school. We ask that all parents/carers are available to be contacted at all times when pupils are in school.

### HYGIENE

- Pupils will be encouraged to use hand sanitiser regularly during the school day. This will be available in all classrooms and at the entrances to the building.
- As all water fountains will be closed, it is essential that all pupils bring water with them to school.
- Pupils should sneeze or cough into their elbows.
- Pupils should try to avoid touching doors, handles, light switches etc.

### TOILETS

- The use of toilets will need to be tightly monitored to ensure safe distancing. Pupils should be aware that there may be a queue for toilets and not be able to access these immediately.
- Pupils should follow the guidance on hand washing which should be done regularly.

### GROUPS

- In S1 and S2 pupils will be split into groups, usually of around 10. This will be the same group they are with for the whole day.
- Some groups may join other groups to be in a larger class if a larger space is being used e.g. dining area, assembly hall etc.

### UNIFORM

- The expectation will be that pupils' clothes are washed every time they have been at school.
- We are planning to use outside capacity when we can, including for physical activity. We will not be able to use changing rooms for this purpose. Whilst these guidelines remain in place, pupils should be dressed to allow them to take part in physical activity outside on days where PE is planned.

## THE JOURNEY TO & FROM SCHOOL

- Those walking or cycling to school are expected to maintain a 2-metre distance from those out with their household, at all times, in line with Scottish Government advice.
- Pupils who get a service bus should be aware that capacity will be reduced: it is necessary for face coverings to be worn on public transport. It is recommended that alternative transport should be sought. If using the service bus pupils should follow safe distancing guidelines.
- Pupils who are picked up from school should agree an appropriate place to be picked up safely by a parent/carer.

## CLASSROOM REQUIREMENTS

### IN CLASS

- All classroom areas will have physical distancing, with 2m between each pupil in the room. This will include all classroom space and other spaces used for learning, including the dining area, Assembly Hall, Gym Hall.
- In S1 - S3 pupils will have a 'home room'. This is the room they will remain in during the school day. Plans will be made to allow pupils to use outside facilities when possible, but they will return to their 'home room' for classroom learning.
- In S4-6, where pupils have made choices in their learning, pupils will be required to move between learning areas. To limit this movement, our periods will be changed. In all year groups (S3-6) pupils will learn in every subject area over 2 days i.e. not all subjects will be covered each day. When pupils move they will be required to wipe down their desks, chairs and any surfaces they may have come into contact with.
- There will be no bells. Pupils will move to new learning areas when it is appropriate to do so and no bells allows for a 'soft' changeover. Pupils will be directed to the quickest way to their next class and this may include using outdoor routes.
- Support for pupils will also look different. We will not always be able to put PSA support in classes. Some pupils requiring additional support may be taught in a different 'home room'. This will be explained to parents/carers if we feel this is necessary.
- Hand sanitiser will be available in classrooms and pupils will be required to use this when they enter and exit.

# THE SCHOOL DAY

## ARRIVING AT SCHOOL

- We have been advised to stagger the start and end of the school day to ensure there is increased separation of groups. We will start at 8.30am, but not all pupils will be asked to attend at this time. It is important that pupils arrive at the correct time, and in the correct location. This will be communicated to parents in advance and may change as we develop our systems. Lessons will begin at 9am.
- If a pupil is early, they will be required to wait outside at their identified muster station in the car park.
- If a pupil is late to school, they will need to go to reception and follow the instructions of staff there.
- The day will be split into teaching blocks of between 30 minutes and 1 hour. Small breaks will be held between all lessons.
- Lessons will finish between 12.30 and 1.15pm and pupils will be dismissed in a staggered way.

## ENTERING THE SCHOOL

- Parents and carers will be informed of entry points to the school for pupils. Pupils must line up at these points at the appropriate time.
- Pupils must follow the instructions of staff regarding maintaining the safe distancing rules. This will be the protocol even if it is raining, so please ensure that pupils are appropriately dressed for the weather.
- Pupils will be escorted by a member of staff to the classroom they will be working in.
- Hand sanitiser will be available at the entrance to school and pupils will be required to use this on entering the building.

## BREAK

- Pupils will remain in their new class groups at break time, where they will be monitored by staff. When possible, we will use outside space for these purposes whilst ensuring interaction between pupils remains very low.
- Pupils must follow staff instructions, at all times.

## MOVING AROUND THE BUILDING

- Pupils will normally be escorted throughout the building.
- A one-way system will be in operation).
- Pupils must follow the signs in the school to ensure increased separation in the school.
- Stairways will be clearly marked for up or down.

## LEAVING THE SCHOOL

- The end of the school day will be staggered to ensure social distancing.
- Pupils will leave the school by the nearest exit and will be expected to adhere to safe distancing regulations - i.e. remain 2m away from any other pupil who does not live with them.
- Pupils should use hand sanitiser as they leave.
- Pupils who walk home should leave the school grounds immediately.
- Pupils who cycle to school should collect their bikes and leave immediately.