

## Returning To Post 16 in September

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## 1) Welcome back Post 16!

It will be wonderful to have everyone in the Academy back together in one building, even though our day will look very different to normal. Your efforts through lockdown have been extraordinary and being able to see some colleagues face-to-face for the first time since March will make 28<sup>th</sup> August a special day! Teams will continue to be an important method of communication and we will still need to adapt and be inventive in the coming months as we have a 'new normal'.

We will be inviting new staff into the Academy, many of these colleagues were interviewed remotely. Please provide as much support as you can to these colleagues now and when we revert to normal routines in the future to help them grasp the Post 16 ways and be as effective as possible.

This guidance will cover some of your key questions about reopening and routines in September. There will undoubtedly be more so please keep communication channels open with line managers. Please also read the student and family information document. If you have not already worked on site for a period of time, it may be helpful to speak to colleagues who have already been into the Academy about their experience.

The emphasis in all guidance is on keeping adults 2m away from each other and from students. Keeping ourselves 2m away from each other will be one of our greatest challenges but it will be important!

## 2) What do I need to have ready to come back?

- Wear your usual work attire
- Tie long hair back; pay close attention to hygiene with rings and bracelets. Avoid excessive jewellery.
- Bring a FULL bottle of water each day. Some of you may wish to bring your own hot drinks in thermos cup that can then be refilled with hot water.
- Bring any food you need for the day. At Bristol Brunel Academy the Hive will be open from 8 am to 4.00 pm every day.
- You must bring your own lunch in on the day; fridges and sinks will not be in use.
- Showers and changing facilities are unavailable.
- Bring only what you need!

## 3) What do I do when we come back?

All staff are due in for INSET on Friday 28<sup>th</sup>. Student inductions will take place on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September and Thursday 3<sup>rd</sup> September. There will then be a further planning day on the 4<sup>th</sup> September.

Please do not arrive before 8.15am, wipe down your mobile phone, and go straight to your allocated space for an 8.30am start.

New staff will need to have completed a personal risk assessment with their line manager by the end of INSET. Any existing staff whose personal risk assessment needs updating will also need to do this on Friday.

On a normal working day, please enter through the main entrance, wipe down your mobile phone, swipe in and go straight to your classroom or work area. JCA staff will have a base to assemble in the old career hub in the main building designated for only Post 16 staff.

Large morning briefings will be held on Teams, recorded and shared. But local meetings will be held on site with the SLT leads of that site.

#### 4) Getting to work

Please drive, bike or walk to the Academy wherever possible.

Public transport should only be used when absolutely necessary.

Masks must be worn on public transport. These will need to be safely removed and stored in a sealed plastic bag upon arrival. Please wash your hands thoroughly as soon as this has been removed.

#### 5) What can I do during break and lunch times?

##### **John Cabot Academy**

Due to social distancing and spaces available to us in offices we have created a staff area in the Study room in the main John Cabot Academy building. This will be a staff only area during break and lunch but will be used to supported study sessions during the day.

##### **Bristol Brunel Academy**

Staff will be able to work in the Hive during non-contact times and will also be able to work in an empty classroom. The common room during the school day will not be available to staff due to the small space and 2 m regulations. Only Heads of College and SLT will be present.

#### 6) Can I wear a face mask?

We are currently closely monitoring government guidance on the wearing of face masks and we will ensure that we are always in compliance with current guidelines.

At the time of writing, Public Health England are not currently recommending the use of face masks in a classroom setting. This will also apply to staff meetings and INSET training.

If you feel that you would like to wear a face mask throughout the day, please discuss this directly with your SLT link.

#### 7) What about toilets?

##### **John Cabot Academy**

Staff allocated toilets are in the staff room and the staff toilet downstairs in the Eye.

Students can use the eye toilets at JCA.

Additional toilet cleaning will be in place.

### **Bristol Brunel Academy**

There are specific toilets allocated for staff which are clearly labelled, staff members can use any staff toilet in the building.

Post 16 students can use any student toilets in the Academy throughout the day.

Additional toilet cleaning will be in place.

## 8) What happens at break and lunch?

### **John Cabot Academy**

Students will be released from their classes and observed as they leave with the teacher, they must follow the one way system and exit by the Sports Hall door and walk around the front of the sports hall to access the eye and scan their cards to leave.

At lunchtimes, students can leave the site but must follow clear instructions of protocols on their return. We encourage students to leave for the day once their sessions are finished.

### **Bristol Brunel Academy**

We will not have bells during the Covid-19 timetable except at 14:27 (late bell at 14:30).

Bristol Brunel Academy year groups will be kept apart in year group bubbles. The year groups will have break and lunch in different locations and at staggered intervals.

Post 16 students will have their break at 10.20-10.40 and they cannot leave the site if they have lessons on site at 10.40. This applies to both sites. Only students using the link bus can leave.

## 9) Can I make a hot drink or heat up my lunch?

### **John Cabot Academy**

Wherever possible, please bring all refreshments you need for each day. Everything must be taken home each day.

If necessary, you can make a hot drink on site providing:

- You wipe down any touch points before and after each use: Zip boiler and taps.
- You bring and use your own insulated and covered cup. This MUST be taken home and washed every day. Do not use mugs on site.
- You bring and use your own teaspoon, if required. This MUST be taken home and washed every day. No sharing!

Microwaves and fridges will not be available during the initial return to work. This will be reviewed.

## **Bristol Brunel Academy**

Wherever possible, please bring all refreshments you need for each day. Everything must be taken home each day. The Hive is also open for extended hours from 8am to 4.30 pm.

Post 16 staff can make a hot drink in the Sixth form common room providing:

- You wipe down any touch points before and after each use: Zip boiler and taps.
- You bring and use your own insulated and covered cup. This MUST be taken home and washed every day. Do not use mugs on site.
- You maintain 2m distance from students as you refill.
- You bring and use your own teaspoon, if required. This MUST be taken home and washed every day. No sharing!

Heating up food: This is not permitted. Please do not use microwaves, on-site cutlery, plates etc.

Fridges: Please do not store anything in fridges. Bring your own milk each day.

This will be an area of very high traffic so only Post 16 staff will have access.

### 10) What happens when students arrive on site?

The first Post 16 students will enter the building between 8.35 and 8.40. They will swipe in and go straight to lessons. Please ensure students have hand sanitised. You will need to conduct a Covid-19 check for all students who have their first lesson of the day P1, 3 or 5.

Covid-19 symptoms check:

*“Do you, or anyone in your family, have Covid-19 symptoms including a loss of taste or smell?”*

If a student is late, then they will be required wait until movement times are over and then to follow the Lateness Plan that has been devised: in John Cabot Academy they will report to the attendance officer in the eye and then enter through the side door, whilst avoiding all movement times. In Bristol Brunel Academy, they will sign in and follow the one-way system.

### 11) Classroom routines

Please discuss with your Team about strategies to ensure the following routines are developed and embedded. You will need to build time into lessons for some of these activities in order to finish on time.

- Hand sanitise on entry and exit. Use must be supervised.
- Non-fire doors should be open. Door stops are available from Admin if necessary.
- Windows open where possible.
- Collection or distribution of worksheets and resources.
- Distribution and collection of student work.
- Bags and coats stored appropriately.
- Equipment checks – avoid lending pens or equipment.
- Students to wipe down their desk and chair (particularly the backs where students hold the chairs to pull them out) at the end of the lesson.

- Keyboards/mice etc. need to be thoroughly wiped by between bubbles – develop routines within lessons to support students to do this.
- Release students gradually line by line into the one-way system at the end of P1, 3, 5 and 6.
- Escorting students to break and lunch routine.
- Ensuring no one has gum (a silent routine!)
- Assessment for learning in all its forms.
- Avoid sharing resources between year groups unless they are thoroughly cleaned or have been left for 48 hours. Some Teams are looking at hole punching books and using tags instead of glue sticks.
- Marking – you are now allowed to take books home but you may want to develop your own procedures. And consider on line marking/ feedback e.g. gloves.
- No students to enter the teacher box during the lesson (they may need to walk across a section on entry/exit).
- Staff can meet other colleagues for break or lunch in their classroom or on the outside Art balcony if the pod is full. 2m social distancing must be maintained.
- Food and drink can be purchased from The Hive for staff and Post 16 students. There is a one-way and queuing system in place. Doors are IN or OUT only.

### 12) What if someone needs first aid?

If a student becomes ill or injured and does not display Covid-19 symptoms, please follow the usual First Aid processes and ensure the First Aid log is completed. Face masks, aprons and gloves should be worn whilst administering First Aid if the member of staff is within 2m of the student or colleague.

Follow clean-as-you-go routines.

Dispose of all aprons and PPE safely.

### 13) What's the physical contact log?

For Test and Trace we will need to complete a very simple log of physical contact made between members of the Academy community. This can be between:

- Student and student
- Staff and student
- Staff and staff
- Staff and wider community member

The link for the log is [here](#). The password is JCF-P16-2020.

You do not need to log a brush past someone shoulder-to-shoulder in the corridor.

Examples of contact to be logged:

- Hugs
- Touching hands (e.g. shaking)
- Support with hygiene (in SEND)

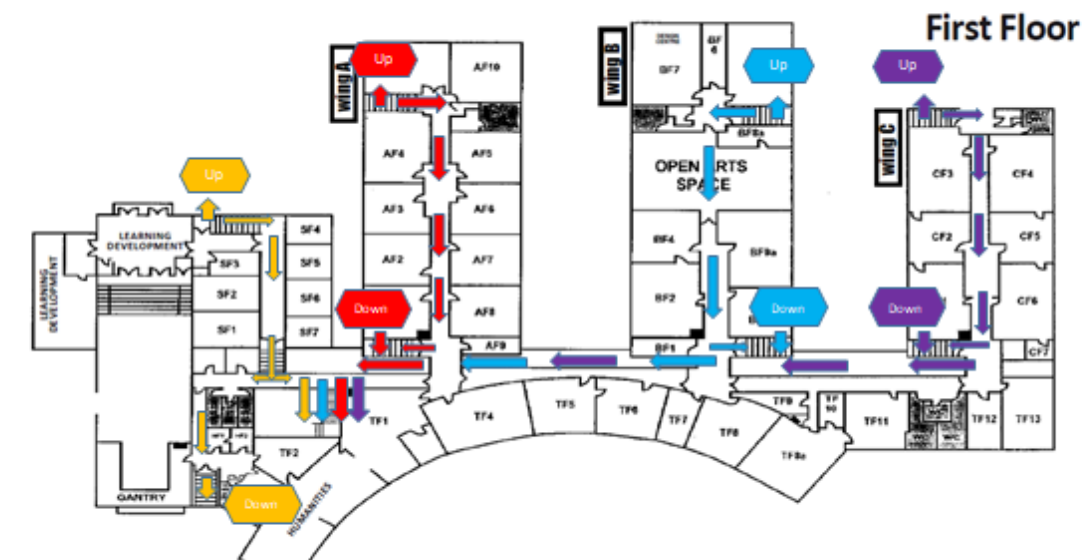
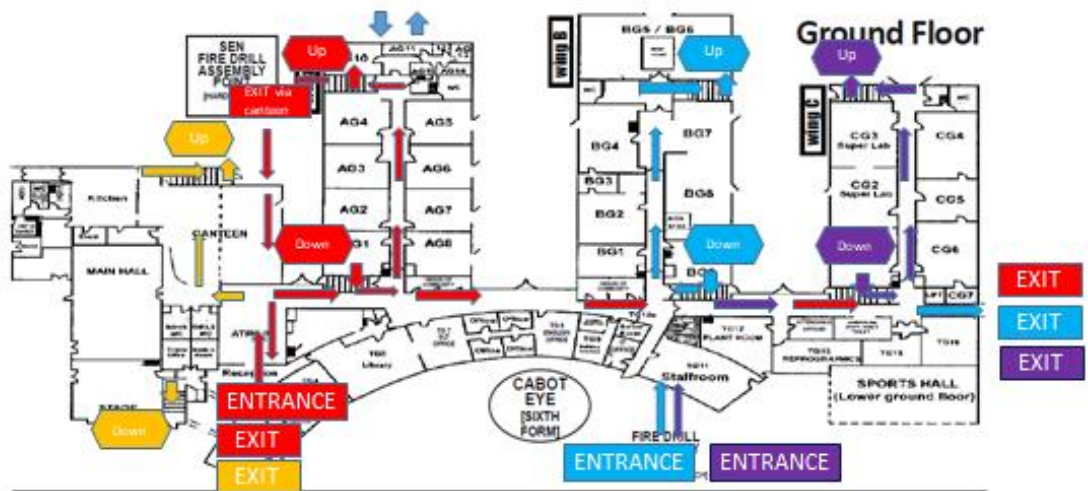
Physical logs are available in both Hygiene Rooms and the PE office. We will also look at the First Aid log and Positive Handling log to support Test and Trace.

14) The one-way system and maximum numbers in office spaces

The one-way system is marked on the maps below and marked on the floors. The stairs are used as 'all up' or 'all down' at the start and end of the day. Office spaces include maximum numbers at any time. 2m distancing must be maintained however many people are in the office.

Meetings can take place in person providing 2m distancing is maintained. Leaders will need to identify suitable spaces. Some meetings may need to be split into two teams.

**John Cabot Academy**



## Bristol Brunel Academy



### 15) Self-isolating students

We are required to provide a structured timetable of work, in line with the curriculum, for self-isolating students on the first day of absence either as a work pack or remotely depending on the student. Distance learning may also be a requirement and so staff will need to be prepared to move to remote teaching again in the event of a local lockdown or absence.



### 16) How have behaviour expectations changed?

Students will be returning from a long period of being away from our routines so we will need to work proactively and with empathy to remind students of our expectations, this may require more work to support our vulnerable students. We know that our students like having the stability and certainty of our high expectations and strong routines with our caring approach.

Covid-19 means that we need to be particularly vigilant about things that could increase the spread of the virus. Therefore, we need to be very clear that:

- We are a chewing gum free school – gum stuck under a desk could spread the virus.
- Follow the one-way system.
- Physical contact is not permitted.
- Maintain a 2m distance from adults.
- All routines put in place to ensure safety must be adhered to.

### 17) What happens if a student forgets their pen or pencil?

Please do not loan equipment. They can be given, but not returned to you.

Please see your line manager for requests for resources to support curriculum areas.

### 18) How do parents and carers access to the Academy?

We will not be able to admit visitors to the Academy without a prior appointment. Please ensure you make appointments with potential visitors and inform Reception of their arrival time. You will also need to be clear with parents and carers and make sure that the meeting space is available maintaining social distancing at all times.

Please book all rooms through Kathryn Strachecky, Operations Manager.

### 19) Seating plans, SEND and LSAs

Please sit students with SEND at the front of the class. If this is a challenge, please discuss with learning support. This is particularly important for those requiring an LSA where the LSA will need to sit in/next to the teacher box. The teacher and LSA must also maintain a 2m distance from one another within this area.

Teaching assistants should also try to achieve 2m distance, however when supporting students this is very hard to achieve. Teaching Assistants are encouraged not to stoop down to face level when supporting students, to limit the interactions and time spent closely working with as far as possible.

More information on working with LSAs will be shared by the SEND team.

### 20) My tape box and hygiene box

Curriculum leaders will be provided with some high visibility tape so that teachers can remark their boxes if the tape comes up or they would like to move it (but maintain distance!) You may want to add different boxed areas for LSAs etc, depending on the space. It is important we avoid trip hazards. If you see tape coming up in corridors or other areas, please stuck it back down if you are able to or alert an SLT member or a member of the site team at the academy you are based in.

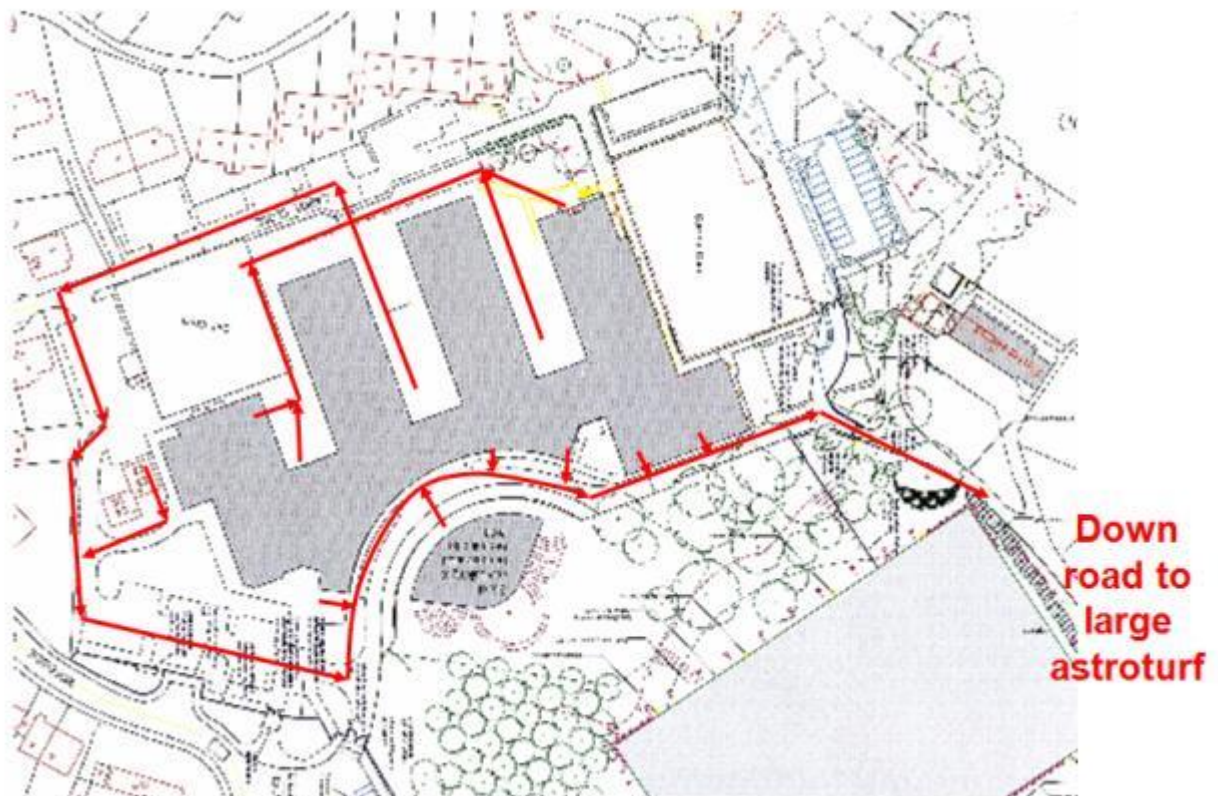
Hygiene boxes/ equipment will be topped up daily in every teaching room and space but please alert the Cleaning Team if you are running low. We will get through a lot of hand sanitiser so please be mindful of the amount in your box. Please contact Kathryn Strachecky if you note that cleaning supplies are running low at Hygiene stations. There are hand sanitisers placed on walls surrounding JCA too.

### 21) What do we do if there is a fire alarm?

In this case, fire safety comes above social distancing. If the fire alarm rings (continuous at JCA and at BBA) all staff and students will leave the Academy following normal procedures:

- Close windows
- Leave all belongings
- Close the door on the way out

### John Cabot Academy



Staff and students should leave the building by the nearest exit and move around the outside of the building (not re-entering the building even if it is a short cut) towards the muster point in silence. The muster point is the Astroturf pitch at the bottom of the hill, special arrangements are in place for students with special needs and these congregate with LSAs on the hard court at the rear of the building.

- Move quietly to the large Astroturf. Staff with classes should supervise and advise students that all evacuations must be undertaken in an orderly fashion and in silence.
- If an evacuation takes place during morning or afternoon break or at lunch time, students will make their own way out of the building and should be ushered by staff to the nearest exit in order to make their way safely to the large Astroturf.
- As students arrive at the large Astroturf, they should line up in tutor groups, whilst all available staff should supervise students in doing so.
- Students with physical impairments and LSAs should meet on the hard court at the back of the dining hall unless other arrangements have been previously agreed.
- All staff, students and visitors should stand in silence on the large Astroturf until the Principal (or designated representative) gives permission to re-enter the building.

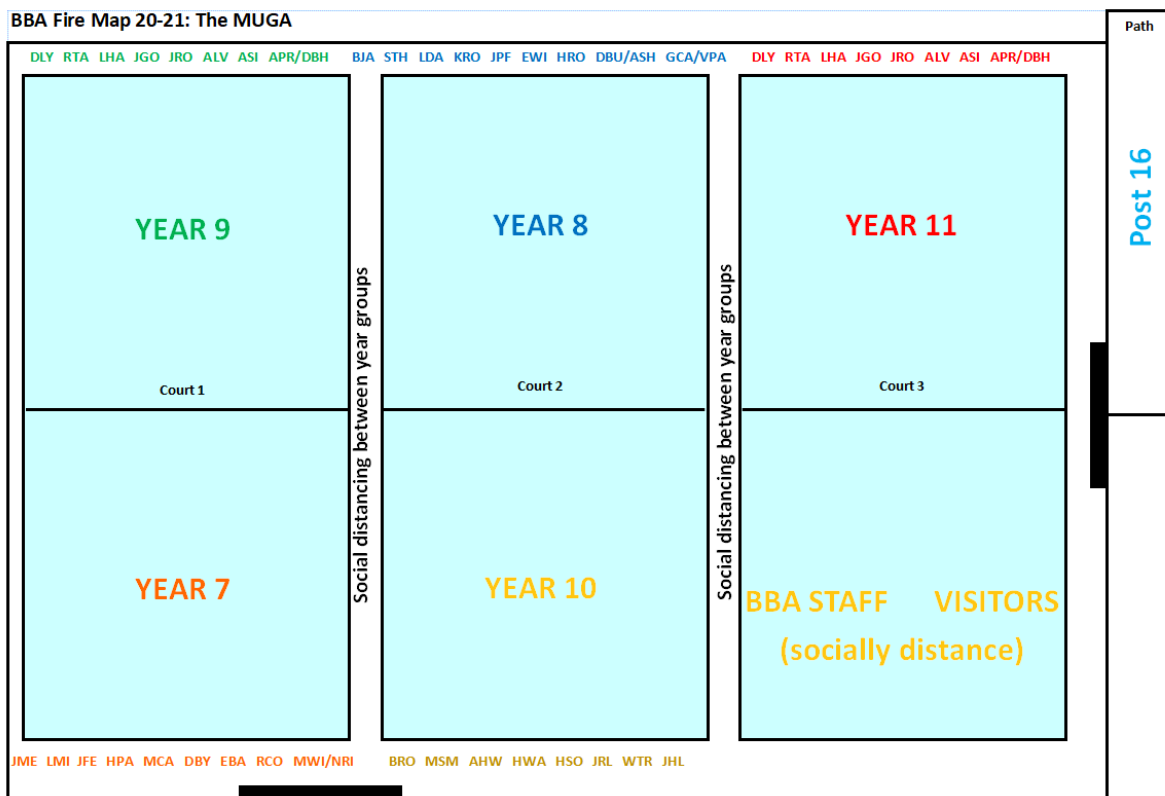
**The Post 16 area is the nearest end of the Astroturf pitch on the left side of the pitch.**

### **Bristol Brunel Academy**

- Exit the building via the nearest exit/fire exit in SILENCE (all teachers should have a silence sign. If you do not, please email Justyna Walmsley).
- P16 Progress to the path by the MUGA.
- Line up in teaching groups in alphabetical order in SILENCE.
- Staff need to maintain social distancing, particularly on the MUGA.

We will have a full fire practice at the start of term.

EVAC chairs will be in place for specific pupils from the start of term. Sue Limb will arrange training for relevant staff.



## 22) What do I do if I develop Covid-19 symptoms when I'm at work?

If you suddenly develop Covid-19 symptoms whilst you are at work, please contact Kathryn Strachecky immediately and isolate yourself in the Covid isolation room. You will then need to go home and arrange a test straight away. Your whole household will need to isolate until the results of the test are returned.

The key things to look out for are:

- *a high temperature* – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- *a new, continuous cough* – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- *a loss or change to your sense of smell or taste* – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

We must all avoid causing alarm to students if someone needs to leave.

If the test result is negative, you can return straight to school. If the test is positive, you and your family will need to isolate and you will need to inform the Academy immediately.

The link to arrange a test is:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

If you need to isolate and are well enough to work from home, then you should do so.

## 23) What do I do if I have Covid-19 symptoms before I come to work?

Do not come to work. You and your family will need to isolate until you have a test result.

Please call the Academy and give the reason for your absence. You will also need to book a test straight away (See the link above). If the test is negative, you can return straight to work. If the test is positive, your family will need to isolate and you will need to inform the Academy immediately.

Someone who has tested positive should isolate for 10 days and only return to work if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. However, other members of the household will need to isolate for 14 days.

If you need to isolate and are well enough to work from home, then you should do so.

#### 24) What do I do if someone in my household has Covid-19 symptoms?

Please follow the same procedure as question 21.

#### 25) What will happen if there is a confirmed Covid-19 case at school?

If a student or member of staff in the Academy tests positive for Covid-19, we will follow the guidance on implementing protective measures in education and childcare settings. All confirmed cases will be reported to the Public Health Director at the Local Authority. A letter from The Health Protection Agency will be sent to all families. We will work with the Health Protection Team to carry out a rapid risk assessment and we will act on their advice.

If two or more cases are confirmed within 14 days or there is an overall rise in sickness absence where COVID-19 is suspected, this may indicate an outbreak and Public Health will advise.

#### 26) What happens if a student develops Covid-19 symptoms at school?

Get the student to the Covid-19 isolation room immediately with as little fuss as possible. If you are supporting an unwell person and cannot maintain 2m social distance then you must wear the appropriate PPE e.g. gloves, mask and visor if a risk of contaminant splashing your eyes etc. Following use, PPE is safely removed and disposed of. Staff wash their hands immediately after use of PPE.

If a member of staff has helped someone who was unwell with Covid-19 symptoms, they do not need to go home unless they develop symptoms themselves or the child/staff member subsequently tests positive.

Wash your hands thoroughly for 20 seconds after any contact with someone who is unwell. Meeting Room 3 will be taken out of use, awaiting a contract cleaner enhanced clean. Meeting Room 1 will be used until enhanced cleaning has been completed.

Please e-mail Rachel Friday to inform her of the event.

#### 27) What if I'm struggling with my well-being or have suffered a bereavement?

This is a challenging time and we need to support each other. Please connect with your Line Manger and trusted colleagues if you are experiencing difficulties we can then work together to support you. This is also a time where the Employee Assistance Programme (EAP) may be particularly useful: the 24hr helpline number is 0800 030 5182. The CLF Wellbeing blog is another source of support and has useful signposting for colleagues and students.

### 28) How do I use reprographics?

You can use photocopiers around the Academy but please hand sanitise before and after use. A maximum of two people can use the reprographics room at any time. A queuing system is in place outside the room.

### 29) When do I need to leave the Academy?

Please clear the site by 5pm @ BBA and 6pm @ JCA. If you need to stay later, please request via a member of Exec SLT. This will enable the site to be cleaned thoroughly.