



**Your guide to returning to school
September 2020**

Contents

Welcome to our guide for returning to school	3
What is the purpose of this document?	4
Our approach	5
Preparing for opening	6
Attendance	7
Student wellbeing	8
Year 6 transition	9
Transport	10
Beginning of the day	11
Bubble and class organisation	12
Break arrangements	13
Lunch arrangements	13
End of the day – exit and collection	13
Curriculum	14-15
In the event of illness	16-18
Social distancing	19-20
Hygiene and cleaning	21
Do's and don'ts	22
Useful information	23

Introduction

Welcome to our guide for returning to school

While we are excited to get all our students back to school in September, safety remains our first priority.

We have taken time to review all of the government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise risk and provide everyone in our schools with as safe an environment as possible.

We are absolutely focused on ensuring all students return in September to continue with their learning and we have in place a clear strategy based on - **Re-open, Return, Recover.**

We will **re-open** for all students

We will expect all students to **return**

We will implement a carefully planned curriculum to ensure students **recover** their lost learning



Our core priorities

In September, we will be totally focused on three core priorities.

1. Maintaining our rigorous procedures to minimise risk of infection
2. Supporting students' wellbeing
3. Closing students' gaps in learning and ensuring their progress is accelerated



COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our school to minimise the risk of infection and enable our trained practitioners to continue supporting the educational and general wellbeing of our students.

This means that school will look different upon our return and some of the structures and experiences your child is used to in a normal school environment will have changed.



Introduction

What is the purpose of this document?

This booklet sets out guidance for the full reopening of our school for the start of the Autumn Term 2020. The links and advice within it are correct as of 11 August 2020.

It is intended to give you an outline of what our new school environment will look and feel like and reassure you that we will do everything we can to make our school as safe as it can be for students and staff.

This booklet explains changes to the way we would normally operate and support you in preparing your child/ren for a successful return to school. These changes have been informed by the DfE guidance issued to school on 2 July 2020 and updated on 7 August 2020.

The measures set out in the DfE guidance provide a framework for school leaders to put in place proportionate protective measures for students and staff. They are intended to ensure all students receive a high quality education enabling them to thrive and progress. We have been asked to minimise the number of contacts each student has during the school day to reduce the risk of transmission.

This booklet clarifies how we will meet your expectations for supporting your child on their return to school and how you can help us maintain a safe environment with minimal disruption to students' learning.

We have really appreciated your support so far and familiarising yourself with the detail of this booklet will help us provide a positive start to your child's return to full time education.



Our approach

Our key principles

Drawing on guidance from the Department for Education, the Brooke Weston Trust COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors as far as possible and limit social interaction between groups of students and staff.

We are confident that the procedures outlined in this booklet offer the best possible levels of protection for our students, staff, and their families. We have undertaken a detailed evaluation of the level of risk across our site and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all students, parents, and staff are entering an environment that is as safe as possible.

We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our site and who will be returning regularly to see how we are operating during the Autumn Term.

Our key principles for opening in September will be:

- We expect all students to attend school
- School uniform must be worn
- We will teach a broad and balanced curriculum
- We will implement a wide range of intervention support
- We will reduce the risk of spreading the virus as far as possible
- We will implement social distancing as far as possible
- We will have in place a contingency plan for home learning



Preparing for opening

The Department for Education have asked schools to prepare for all students to return full time from the start of the autumn term, including those in school-based nurseries. Schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. As you would expect, we have sought independent advice and carried out detailed risk assessments, which we will continue to monitor as term gets underway.

The information in this section has been taken from the Department for Education guidance to schools issued on 2 July 2020 and updated 7 August 2020. We are following their prevention and response to infection guidance. More detailed information can be found in the guidance:

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

Prevention - Essential measures include:

- A requirement that people who are ill stay at home
 - ensuring that students, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days,
 - ensuring anyone developing those symptoms during the school day is sent home
- Robust hand and respiratory hygiene
 - ensuring that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
 - promoting the 'catch it, bin it, kill it' approach
 - Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.
 - Enhanced cleaning arrangements including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Active engagement with NHS Test and Trace
- Consideration of how to minimise contact between individuals and maintain social distancing wherever possible. This will include:
 - grouping students together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from students and other staff as much as possible

Response to any infection – Essential measures include:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

Attendance

It is vital for all students to return to school to minimise as far as possible the longer-term impact of the pandemic on students’ education, wellbeing and wider development. The Department for Education have advised us that school attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered student 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 local authorities’ codes of conduct

We understand that some students and parents may be anxious about returning to school. Please do get in touch with us if this is the case.

Telephone: 01536 532700. Email: enquiries@ketteringscienceacademy.org

Attendance and punctuality matter. Research shows that students who attend school every day perform better in class and examinations, resulting in improved life chances. Young people with no absences are 2.8 times more likely to achieve 5 good GCSE passes (including English Language and Maths), than those with attendance below 85%. However, there are other benefits too, including improved social skills and citizenship; feeling happier with positive wellbeing; learning routines, self-discipline and resilience and increased opportunities to have new experiences. All of these are a vital part of growing up and preparing for adulthood, supporting students to reach their full potential and achieving their dreams.

At BWT we expect all students to attend school, on time, every day, aiming for 100% attendance. Attendance below 97% is a concern. The table below clarifies our expectations and the impact of attendance on students’ learning.

Since September 2013 schools are not allowed to grant leave of absence for holidays and the Principal will grant leave of absence only in exceptional circumstances. Parents and carers should write to the Principal if they are requesting leave for this reason. If the absence is not agreed, then Penalty Notices will be issued.

At BWT we are ambitious for our students and have high expectations. Students need to be in school to learn. Together, with excellent support, we will help our students and young people attend school every day, so they are ready to succeed.

Attendance and punctuality matters. <i>Be smart – be here!</i>		Research shows:
100%	Target - excellent	Students makes good progress with their learning
97%	Very good	Students makes good progress with their learning
95%	8 days or 1 week and 3 days missed each year. Concerning.	Student learning is negatively impacted
90%	16 days or 3 weeks and 1 day missed each year. Very concerning.	Student learning falls behind the learning of all other students
85%	24 days or 4 weeks and 4 days	Student learning significantly falls behind the learning of all other students
80%	32 days or 6 weeks and 2 days	Student learning significantly falls behind the learning of all other students

Student wellbeing

Wellbeing is very important as without it students will not thrive socially and emotionally or learn as effectively. We all worry about all sorts of things and it is very important to take great care of ourselves. At KSA we use the 'Five ways to wellbeing' steps to promote positive mental health, wellbeing and self help: *Connect, Be Active, Take Notice, Keep Learning, Give*

At KSA we encourage students to reach out and seek support if they are concerned about something. We support the view that:

- We all have the right to feel safe all of the time
- We can talk with someone about anything, even if it feels awful or small.

There are a number of ways that students can seek help if they are worried:

- All students have a tutor who they meet daily and a Head of Year and Student Support Officer who they can speak to
- The school has 20 Anti-Bullying Ambassadors trained as part of "The Diana Award - Anti-Bullying Ambassador" programme.
- Students can email helpme@ketteringscienceacademy.org and a member of staff will speak to them
- The school has a full time Safeguarding Officer, Mrs Chapman
- Emotional Wellbeing is part of the PSHE curriculum which is delivered through Tutor Time and Assemblies/Events
- We have a School Counsellor, Mrs Head, and our own School Nurse, Mrs Nelson, who run a drop in each day. They also offer 1:1 appointments
- Some students have a Learning Mentor or member of the SEN Team they can seek support from.

Outside of school help can be sourced from:

- <https://www.childline.org.uk/> or telephone 0800 1111
- <https://www.youthworksnorthamptonshire.org.uk/Pages/home.aspx>
- <https://youngminds.org.uk/>
- <https://www.asknormen.co.uk/>
- <https://aquarius.org.uk/our-services/young-peoples-services/northampton-yp/>
- Everyone can get friendly and helpful advice by texting the NHS School Nurse on 07507 329 600. The NHS School Nurse also visits school weekly
- Chat Live to CAMHS live at www.nhft.nhs.uk/CAMHSLIVE.

A key part of wellbeing is online safety. Each week we participate in 'Wake-Up Wednesday', which highlights important online safety information. This will be available from the school website <http://www.ketteringscienceacademy.org/page/?title=E%2DSafety&pid=110>. Other online safety information is also available on this link. Please check it regularly.



Five ways to
wellbeing

Year 6 transition

We are very much looking forward to meeting and welcoming our new Year 7 students in September!

Mr Baines (Head of Year 7), Mrs Doherty (Assistant Principal) and Miss Inles (SENCO) have liaised with all primary schools to get to know your children as much as possible before they start so that we can best support them and you. There will also be assessments in the first half term to better understand your child's strengths and areas for development so that we can ensure the appropriate curriculum and intervention is in place.

There is a lot of information on the transition page on the schools website which includes FAQ's and key information; video's to meet key staff and see around the building; meet the tutor profiles and a range of 'You are awesome' activities. These can be found at

<http://www.ketteringscienceacademy.org/page/?title=Year+6+Transition+Information&pid=156>

Please take some time to revisit this information in the weeks before school resumes so that you and your children are as best prepared as possible. Also please ensure they have the correct equipment and uniform in good time for the start of term.

Moving up to secondary school is an exciting but also anxious time. Be assured at KSA we are doing everything possible to ensure this is a positive experience. If you have any concerns or would like to discuss anything further please do contact the school enquiries@ketteringscienceacademy.org and they pass your email on to the best person to help.



Transport

- The local authority buses will run as normal but with COVID-19 considerations. These rules will allow students from different year groups to travel on the bus together.
- All students must provide and wear a mask in the bus.
- Students must have no physical contact with each other.
- When students arrive at the Academy, masks are to be packed away in a plastic bag and kept in school bag.
- It is advisable to wash/change masks regularly.
- Students to use the correct entrance when arriving at the Academy.
- It is an expectation that all students sit quietly on the bus and avoid any distraction for the driver.

Beginning of the day

- All students will arrive at the Academy for a prompt 0840 start.
- Students will enter and leave the Academy by year group designated entrances.
- Years 8 and 6th form use the Main Entrance.
- Year 7 and 11/10 (day dependant) Community Entrance.
- Year 9 and 10/11 (day dependant) the front ramp down to AMI and MIT.
- The day will start with Form Time and PSHE/Citizenship.
- Year assemblies will be held in year group areas.

Bubble and class organisation

- In order to deliver the curriculum students will be taught in our academic wing areas.
- Year 7 - EHB
- Year 8 - COMMS
- Year 9 - MIT
- Year 10 and 11 alternating between Science and AMI so as to facilitate specialist rooms.
- Sixth Form - Hall, Drama studio and lecture theatre. (New Sixth Form Centre from half term)
- Teachers observing social distancing will locate to the students in the academic wings.
- Students will only move around the classes in the wing.
- Breaks will be held within the wing and lunchtimes will be allocated so students from different year groups will not mix.
- Lunchtime will include a take away style meal and outside leisure space.

Arrangements

Break arrangements

Morning break will be 15 minutes as part of lesson two.

Students will remain in the academic wing supervised by their teachers.

No canteen facilities will be available so students may bring water and snacks.

Lunch arrangements

Lunchtime will be for 30 minutes.

Students will be escorted to a food distribution point where they can purchase hot and cold takeaway style food. Student cards will be needed for this.

The food can be eaten back in the academic wing area.

Students who wish to bring packed lunch may eat this in the wing.

An outdoor leisure space will be provided should students wish to go outside.

End of the day

School will finish at 1500 for all students in years 7-10 and sixth form

For Year 11 school is extended to 1600 Tuesday, Wednesday and Thursday. 1500 Monday and Friday.

Academic wings will be released two at a time by the Senior Leadership team and from different exits to avoid congestion.

Students must make their way out as soon as released.

Car pick ups will be from the car park but please can parents remain in the vehicles until their student arrives.

Pedestrian pick ups will be from outside the front gate. Please can parents/carers not wait on the school site.

Curriculum

Specific curriculum adjustments

For students in Key Stage 3, the curriculum will remain broad from Year 7 to Year 9 so that the majority of students are taught a full range of subjects over the year, including Sciences, Languages, Humanities, the Arts, PE/Sport, RE and PSHE. For students in Year 7, it may be necessary to address gaps in English and Maths by teaching essential knowledge and skills from the Key Stage 2 curriculum.

For students in Key Stage 4, the vast majority in Year 10 and 11 are expected to continue to study their examination subjects. This will support them towards their preferred route to further study

Ofqual are currently consulting over their proposals for next year's exams and will confirm its decisions as soon as possible to allow time for schools to prepare. We will of course advise our Year 11 students and parents of the implications for them. In the autumn term we will review the number of subjects students are studying on a case by case basis. We will of course discuss with them and you as parents any possible changes which we believe may be in their best interests.

Students in Years 12 and 13 are more likely to undertake self-directed study, but may still need additional support which will be provided.

We are endeavouring to maintain as normal a curriculum as possible and students will be taught by their regular teachers.



Recovery curriculum

When our students return to school in the Autumn their subject teachers will spend a period of time reviewing the key concepts and knowledge that students will need to know. This will enable students to re-join the planned curriculum and start to learn new knowledge as soon as possible, without disadvantaging them and avoiding any challenges to learning this new knowledge. After this period of review and consolidation, the aim is to get students learning new knowledge as soon as possible. The focus of the Autumn term will be this review and continue curriculum as well as supporting students' resilience and wellbeing.



Curriculum

Interventions

For students who need further support in this review period, there will be a range of resources available to provide extra help. Our Trust Directors of Subjects (responsible for Maths, English, Science, Geography, History, Art, Design Technology and MFL) have recorded short videos reviewing common misconceptions and important concepts in their subjects. These will be available online and can be viewed at home or in school. Subject teachers will also direct students to other online resources, such as the Oak National Academy, where students can do full lessons and tasks that can develop a clear understanding of key concepts. This is all in addition to extra in class support, that all students will receive, if they need it.



This 'blended' approach to learning will also be used moving forward to maximise learning time. Students will be introduced to new concepts and knowledge by their subject teachers. Teachers will spend time in lessons clearly explaining and modelling this new information. Then they will direct students to online resources that students can do at home to consolidate and extend their understanding of what they have been introduced to in class. Using quizzes and in class activities, teachers will then check on the security of student understanding in future lessons.



For our Key Stage 4 students, there will be further subject knowledge support. We have invested in GCSEPod (www.gcsepod.com). This provides subject specific areas, which review subject knowledge and have quizzes to test this knowledge. Students will be introduced to GCSEPod when they return in the autumn. Once again, this can be accessed remotely, either through a computer or mobile device meaning it is very versatile. The amount of time students spend on GCSEPod is also logged and can be tracked by subject teachers. Subject teachers will also direct students to other online learning that will enhance their preparation for their upcoming exams, depending on the subject.



Co-curricular activities

It is our plan to implement a wide range of extra-curricular clubs. However, due to the importance of retaining year group bubbles, we have had to scale these back initially. It is our ambition to reintroduce all clubs as soon as it is safe to do so.



Contingency plans for extended home learning

In the unfortunate event of a full or partial closure we will revert to our well-established offer and also draw heavily on the blended learning offer outlined in the interventions section above. We have mapped our curriculum so that we can continue to provide a high quality offer at home. This information will be posted on our website and can be found under the Working at Home page in the Pupils section.



In the event of illness

The guidance in this booklet has been taken from the DfE guidance for full opening of schools, dated 2 July 2020. This guidance has been developed with advice from PHE.

Symptoms of Covid 19 and response to a suspected case in school

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will be asked to use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

NHS Test and Trace

We have been advised we must follow the NHS Test and Trace process and contact our local [Public Health England health protection team](#). We therefore ask parents/carers to understand that you will need to be ready and willing to:

- [book a test](#) if your son/daughter is displaying symptoms. Students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All students can be tested, including students under 5, but students aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)



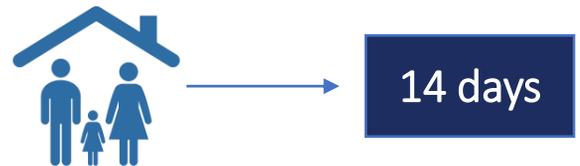
In the event of illness

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **they** must be sent home, [arrange a test](#) and self-isolate for **10 days**.



If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell then **other members of their household** should self-isolate for **14 days** from when the symptomatic person first had symptoms.



Positive Test Result	Negative Test Result
If a person with symptoms tests positive , then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms .	If a person with symptoms tests negative and they no longer have symptoms similar to COVID-19 then they and other members of their household can stop self-isolating .

Response to a confirmed case in school

We have been advised we should contact the local health protection team.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- face-to-face contact of any duration (less than 1 metre away) with the case
- were coughed or sneezed on by the case
- had unprotected physical contact (skin to skin) with case
- Spent more than 1 minute within 1 metre of the case
- spent more than 15 minutes within 2 metres of the case
- travelled in a car or other small vehicle (even on a short journey)

In the event of illness

A person who is sent home because they have been in contact with someone with who has tested positive

After seeking advice from the health protection team, if a person has been in contact with someone who has tested positive for COVID-19, they will be sent home and asked to self-isolate for 14 days.



14 days

If a person has been in contact with someone who has tested positive and has been asked to self-isolate for 14 days, then other members of their household do not need to self-isolate, unless the person who is self-isolating displays symptoms.



Not required to self-isolate

If a person has been in contact with someone who has tested positive and subsequently develops symptoms themselves within their 14 day isolation period, then they should stay at home and [arrange a test](#)



Get tested

	Positive Test Result	Negative Test Result
	If a person with symptoms tests positive then they should inform their school immediately, and must self-isolate for at least 10 days from the onset of their symptoms.	If a person with symptoms tests negative , they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested.
	If the test is positive , then their household should self-isolate for at least 14 days from when the symptomatic person first has symptoms	If the test is negative , then their household does not need to self-isolate if they do not have symptoms

Social distancing

Protective Bubbles

- Schools must do everything possible to minimise contacts and social mixing while delivering a broad and balanced curriculum. All students will be placed in groups known as bubbles. The aim of these protective bubbles is to minimise contact with other students and reduce the risk of spreading the COVID-19.
- Our groups need to be the size of a year group to enable us to deliver the full range of curriculum subjects and students to receive specialist teaching.
- We will do all we can to keep students apart from other groups where possible and students will be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.
- All teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will aim to keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.



In the classroom

- It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from students.
- Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- We have made small adaptations to the classrooms to support distancing where possible. This includes seating students side by side and facing forwards
- When working in their bases, students will always be encouraged to maintain social distancing. We appreciate it may be difficult for them, but students will be discouraged from having any physical contact with each other
- Due to the guidelines for social distancing students must bring their own bags, personal equipment (particularly pens, pencils and rulers) and PE kit when needed and this must be their own responsibility. The lockers in the Academy will not be in use so students must keep their bag with them and use them to transport their school work and exercise books. Teachers will not be allowed to share equipment with the students therefore it is a clear responsibility for all students to provide this.



Social distancing

Measures elsewhere

- We are advised that groups should be kept apart, meaning that we should avoid large gatherings such as assemblies with more than one group.
- When timetabling, we have tried to ensure groups are kept apart as much as possible and movement around the school site kept to a minimum. While passing briefly in the corridor or outside areas is low risk, we are advised to avoid creating busy corridors, entrances and exits. We will have staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).



Parents

- Please note that our policy is parents should **NOT** approach staff and will not be allowed into school, including reception areas, unless a prior appointment has been booked. All contact will be via email or telephone, or our school website, and any messages for specific staff must be telephoned through to the school office to be passed on. We will be very grateful for your cooperation with this rule until such time as it can be relaxed.
- We strongly advise that parents and students walk or cycle to school to avoid the build-up of cars and movement of people on the roads surrounding school. Parents should not enter the site more than 5 minutes before an allocated appointment.



Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out several measures too.

- Cleaners will be in school throughout the day to continually clean classrooms, toilets, and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- All students and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating, and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each child will have their own equipment (pencils, crayons, glue, scissors etc) and these will not be shared with other students
- The classroom will be cleaned after the students have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal



By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). We will of course review this advice and amend our procedures as necessary.

Personal care

Staff will be limited in their ability to have physical contact with students. We will do everything possible to provide personal care and will discuss this with you if required.

First aid

General first aid will be unaffected in school.



Do's and don'ts

Parents

- Please make sure students are in full uniform and have a bag to carry all necessary equipment in.
- Support the Academy with its attendance policy and make sure the students attend on time and every day.
- Follow the absence procedure should a student be ill
- Do not send your child to school with any COVID type symptoms.
- Impress on your child that it is imperative they follow the school behaviour policy and adhere to the cleanliness regime and respect social distancing.
- Send your child to school with water, tissues, and hand sanitiser if possible. Provide a mask if they use public transport or the school bus.
- If your child will purchase food from the restaurant at break or lunch time, please ensure their student card is topped up via Wise Pay.

Students

- Be ready for school and wear the correct uniform and PE kit.
- Let a member of staff know straight away if you feel unwell with any of the COVID symptoms.
- Move around the building following the guidelines and with respect for the community.
- Respect social distancing.
- Wash/sanitise your hands regularly throughout the day.
- Bring basic equipment to school that you need to learn: pen, pencil, ruler and rubber.
- Bring a reading book to school.
- Follow all instructions given by staff at all times.
- Keep the classroom/wing tidy and free of litter. **Place all litter in a bin.**
- Do not gather in large groups outside the academy building.
- Go straight home after school ends.

Useful information

Emergency contact details

Telephone: 01536 532700

Email: enquiries@ketteringscienceacademy.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.



Heads of Year:

Year 7: Mr Will Baines wbaines@ketteringscienceacademy.org

Year 8: Mrs Helen Fennon HFennon@ketteringscienceacademy.org

Year 9: Mrs Fran Allan FAllan@ketteringscienceacademy.org

Year 10: Mr Michael Stock MStock@ketteringscienceacademy.org

Year 11: Mr Liam Feely lfeely@ketteringscienceacademy.org

Year 12 & 13: Mrs Rachael Davies RDavies@ketteringscienceacademy.org



SEND Team

SENDCo: Miss Kayleigh Incles KIncles@ketteringscienceacademy.org

Assistant SENDCo: Mrs Sarah Wilkins SWilkins@ketteringscienceacademy.org

Safeguarding and Wellbeing Team

Safeguarding Officer: Mrs Laurie Chapman LChapman@ketteringscienceacademy.org

School Nurse: Mrs Lynne Nelson lnelson@ketteringscienceacademy.org

School Counsellor: Mrs Annie Head AHead@ketteringscienceacademy.org



The DfE guidance for full school opening can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>