

**CHATHAM GRAMMAR and BROMPTON ACADEMY**

**SAFELY RETURNING TO SCHOOL**

**INFORMATION and GUIDANCE BOOKLET  
for**

**UKAT STUDENTS, PARENTS/CARERS and STAFF**

**with effect from: MONDAY JUNE 15<sup>TH</sup> 2020**



**FOLLOW  
THE  
GUIDANCE**



**KEEP CALM**



**KEEP SAFE**

## INTRODUCTION

Since Friday March 20<sup>th</sup> 2020 - due to the Covid 19 pandemic - schools and academies have been partially closed, with only children of key workers, and those deemed vulnerable, having the opportunity to attend school. The government has now begun the process of beginning to reopen schools for certain year groups - starting with primary schools on Monday 1<sup>st</sup> June, and extending this to allow opportunities for Years 10 and 12 to have some face to face time in school from Monday 15th June.

Year 10 and 12 students have been offered the opportunity to have some time on site in the coming weeks with some teaching and support staff, and have the opportunity to connect with other students – albeit socially distanced. A number of families have taken up this offer. Both academies will operate from the Brompton Academy site where the building is spacious and airy, and conducive to providing social distancing.

Over the last two weeks the Trust has been preparing a comprehensive strategy for this reopening, with a firm focus on our ability to operate as safely and effectively as we can - thereby protecting our students and staff as much as possible, and maintaining social distancing regulations.

The purpose of this document is to outline the measures, which have been put in place to ensure that staff and students can return to school safely. We strongly recommend that all students, parents /carers and staff read this document carefully.

## PREPARING THE ACADEMY BUILDING AND HYGIENE

### **Bio Fogging**

When the academy opens for Years 10 and 12 students on Monday 15<sup>th</sup> June, it will have undergone a deep cleaning procedure. This deep clean will include a 'Bio Fogging' treatment by a fully registered and certified Bio Hazard Company. This is an extra precaution as we know the virus can only live for a short period of time outside the human body. This procedure will be repeated every two weeks to further enhance the safety of our students and staff whilst at school, and maintain the hygiene of the building.

### **Water Testing**

To ensure our water systems are safe, as much of the building has been dormant since March, and in line with advice from the Department for Education, the water system across the academy has been tested for safety against Legionnaires Disease.

### **Cleaning Routines**

A daily rigorous and frequent cleaning schedule is being implemented across the academy. We have purchased sufficient quantities of cleaning materials, and further secured ongoing future supply lines of the necessary products to keep the site as clean and hygienic as possible. Corridors where students will be accessing toilet facilities will have a dedicated cleaner to ensure each toilet area is cleaned after every use. Deep cleaning of the areas in daily use will occur every evening.

### **Cleaning Personal Equipment**

On entry to the academy building, all students will be given anti – bacterial wipes to clean any personal electronic equipment, which they have brought with them e.g. mobile phones, iPads,chargers.

### **Toilets**

In order to reduce the risk to both students and staff, the toilet facilities have been carefully planned to reduce the number of people using any one facility. All students attending the site will have a designated toilet facility to be used only by students in their designated 'bubble' group, i.e. 10 students per toilet

facility. A facility comprises up to 10 toilets. Toilet breaks will be staggered to allow for social distancing at all times. As specified before, a member of the cleaning team will be situated at each toilet area being used to ensure that whenever a cubical is used it will be cleaned and disinfected.

### **Handwashing Routines**

All toilet areas will be stocked with anti-bacterial hand wash; all staff and students will be required to wash their hands every hour throughout the academy day, including before and after break time- to follow Government guidance.

The academy has a reliable source of anti-bacterial wash and each classroom will also have an anti-bacterial gel pump, allowing staff and students to ensure their hands are clean at every stage throughout the day.

The importance of hygiene at this time will be reinforced every morning by staff in morning registration, and all students attending site will be expected to follow these routines for both their own welfare and that of others.

### **ADDITIONAL GENERAL POINTS**

- We are initiating a one-way system within the academy building. Social distancing markers will be visible, and arrows indicating movement routes around the building.
- All doors will be left open throughout the academy day to prevent the need for staff or students to touch door handles.
- Weather permitting, we will be keeping windows in classrooms open in order to ensure a constant flow of fresh air throughout the building.
- Our communal water fountains will be decommissioned for the foreseeable future as these are known to be hotspots for cross-contamination.

- The Refectory will not be operating its usual service to further reduce any risk of infection. However those students entitled to free school meals will receive a packed lunch.

## CLASSROOM LAYOUTS

All classrooms being used have been reconfigured to allow for 2 metre distancing. There will be two members of staff allocated to each classroom; this will allow one member of staff to provide support with online learning and the other member of staff will facilitate pastoral support conversations with students. An example of a classroom layout is illustrated below.



Students will have their own workstation (desk) and will remain in their designated classrooms throughout the morning, with the exception of toilet breaks, and break time. Students will be allocated an area for their break, and will not be allowed to go anywhere else. This is to adhere to the 2 metre social

distancing rule and to ensure their personal safety and that of others. Break time will be supervised by staff to uphold this expectation.

**All classrooms will have a supply of:**

- Anti-bacterial hand gel
- Tissues
- Face masks for those who wish to use them.
- Stationary packs for students and staff to use (students should take these home at the end of every session and not leave them in the academy).
- Bottles of water
- Individually wrapped biscuits from a retailer for break time. Staff in charge of the bubble group will be responsible for safely handing these refreshments out.

## **CLASS BUBBLE GROUPS**

Following an audit of all Year 10 and 12 parents/ carers the number of students wishing to return to school was ascertained, and from this, UKAT has devised a number of small bubble learning groups who will continue with supervised remote learning on site.

### **Class Bubbles – Year 10**

Students have been grouped into ‘bubble’ groups. These bubbles have been organised by bands for Brompton Academy students, and by tutor groups for Chatham Grammar students. There may be a slight variation in order to facilitate safe group sizes. Government guidelines suggest all groups should be no more than 15 in size – we have decided to organise our students into groups of no more than 12 which will allow for good social distancing.

**Arrangements for Year 10 Chatham Grammar School students every Monday, Tuesday and Wednesday till further notice:**

There will be two bubble groups of 10 CG students on site per day.

**Mondays:**

- all Year 10 students in Personal Tutor group 1
- **only** Year 10 students in Personal Tutor group 3 with surnames from A – H.

**Tuesdays:**

- all Year 10 students in Personal Tutor group 2
- **only** Year 10 students in Personal Tutor group 3 with surnames from L – W

**Wednesdays:**

- all Year 10 students in Personal Tutor group 4.

**Arrangements for Year 10 Brompton Academy students every Monday, Tuesday and Wednesday till further notice:**

There will be three bubble groups of 10 BA students on site per day.

**Mondays:**

- **only** Year 10 BA students in G and V band should attend.

**Tuesdays:**

- **only** Year 10 BA students in Z and Y\* Band should attend.

**Wednesdays:**

- **only** Year 10 BA students in H and remaining Y\* Band attend.

**\*PLEASE NOTE: BA 'Y' Band students will be informed by the academy personally as to which day they are to attend.**

## Arrangements for Year 12 Chatham Grammar and Brompton Academy students every Monday, Tuesday and Wednesday till further notice:

**Mondays** - there will be two bubble groups of Year 12 CG students.

- Year 12 Bubble groups A and B.

**Tuesdays** - there will be two bubble groups of Year 12 BA students

- Year 12 Bubble groups C and D

**Wednesdays**- there will be two bubble groups of Year 12 CG/BA combined hub students.

- Year12 Bubble groups E and F

**PLEASE NOTE : Year 12 students will be contacted directly by a member of the sixth form team to inform them which bubble group they are in – A,B,C,D,E or F.**

## EQUIPMENT

Whilst we appreciate that students will need to bring a bag with them to carry their iPads, we ask that they bring the minimal equipment into the academy.

Students do not need to bring stationery into the academy as this will be provided to reduce the risk of contamination on site.

**Students must bring their iPads (fully charged) into the academy on their study days** as these will be required for accessing remote learning tasks set by subject departments. If an iPad is not working then students should inform their bubble teachers in the first learning session.

## ATTENDANCE PROCEDURES

All students and staff on site everyday will need to be formally registered for the purpose of our fire procedures, safeguarding and Department for Education requirements. Student registers will be taken by staff in the



classrooms and emailed directly to the Attendance Manager, with relevant members of the Strategic Leadership Team being copied in.

Staff attendance will be registered by the duty member of the Strategic Leadership Team, at a socially distanced, morning briefing where procedures, protocols and notices for the day will be explained.

If your child is due to attend the academy and becomes unwell or unable to attend for any reason please contact the Attendance Manager by 09.00am so we are aware.

Please contact: [sharonstokes@universityofkentacademiestrust.org.uk](mailto:sharonstokes@universityofkentacademiestrust.org.uk)

## DRESS CODE

### Year 10

Students in Year 10 should attend wearing their individual academy (CG or BA) PE kit – i.e. tracksuit bottoms, sports polo shirt, sweatshirt at BA/sweatshirt or jumper at CG, socks and trainers. Students can choose to wear a mask if they want to but there is no requirement to do so.

If the weather turns particularly warm then students will be allowed to wear shorts instead of tracksuit bottoms but an email will be sent to parents/carers indicating when this can happen. **Do not attend in shorts until permission is given.**

Following Government guidelines we would ask that the PE kit worn into the academy is washed in between each day on site to further reduce cross contamination risk.

Please note our uniform codes remain in place as if the academy was operating normally. Please note the following are **not allowed** – any make-up, jewellery (other than a watch); piercings of any kind, inappropriate haircuts or colours, false nails and eyelash extensions. **Any students who fail to comply with this will be sent home.**

## Year 12

Students may wear their own clothes to attend the academy but these should represent a smart casual look. Students can choose to wear a mask if they want to but there is no requirement to do so

## Staff

Staff should wear professional dress code as for normal working practice. Staff can choose to wear a mask if they want to but there is no requirement to do so.

## BEHAVIOUR

Our UKAT's Behaviour Policy has been updated to encompass the 'Covid 19 Secure' guidelines. Throughout this period UKAT will adhere to a strict 'Zero Tolerance' policy to safeguard all on site.

**Please note any behaviour, which poses a risk or comprises the safety and wellbeing of other students will result in that student being sent home and prevented from returning to the academy.**

Sixth Form students **must** follow the wider academy guidelines with regards to behaviour and expectations and will be sent home should they fail to do so.

## ENTRY PROCEDURES TO THE SITE and THE ACADEMY DAY

All students and staff on arrival at the academy will have their temperature taken using a non-contact digital thermometer. Any one displaying a high temperature will be placed in the medical area until parents/carers can be called to collect them, or sent home in the case of staff.

**Any prescribed medication should be handed in, in its original packaging from the pharmacy to the first aider on duty. A note from parents/carers should be attached, explaining the reason for the medication and the dosage. The first aider will call the parent/carer for confirmation.**

## Year 10

## Arrival Times and Entry Points

**All CG and BA Year 10 students** who are registered to be attending the academy must arrive between 08.15am and 08.40am on their designated day ( see page 7) – this will be a staggered start. **Any student arriving late will not be able to access the site on that day.**

As students arrive they will be instructed as to where to go in order to access their designated classroom and begin their first study session at 8.45am. They will exit at 12pm.

### Chatham Grammar Year 10 Students

- Students should enter and exit through the **main entrance** of the academy.
- Parents/carers should use the main car park by the main entrance to drop off and pick up **and remain in their cars at all times.**

### Brompton Academy Year 10 Students

- Students should enter and exit the academy through the **Community Sports Entrance.**
- Parents/carers should use the middle car park by the Sports Hall to drop off and pick up **and remain in their cars at all times.**

### Chatham Grammar and Brompton Academy Year 12 Students

Year 12 students should enter and exit the academy through the **main entrance** at the following times:

- **Year 12A,12C,12E** bubble groups should enter the academy between 9.00am – 9.10am and exit between 12.20pm and 12.25pm.
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- **Year 12B,12D,12F** bubble groups should enter the academy between 9.15am – 9.25am and exit between 12.25pm and 12.30pm

## Key Worker/Vulnerable Students

- The vulnerable/ key worker group should use the **underpass entrance by the Pastoral offices** and REACH to access the back-door corridor of the Keynes classroom block.
- This group will continue to follow the same hours of 08.45am – 15.00pm that they have been following since March.
- The lunch service for these young people will continue as it has done since March, and will be served after other students have left the building.
- Break time will remain at 10.30am.

## Y10 Break time

Break time will be at 10.00am and last for 15 minutes. The main courtyard, tennis courts, and all weather pitch have been marked out as spaces for bubble groups to socialise in. These areas will be strictly supervised to ensure that social distance protocols are followed.

## USE OF ICT

All students must bring in fully charged iPads to access the online learning. Chatham Grammar students and staff attending the site will be given access to all ICT systems so they are able to access their work.

Any student printing required over the course of the academy day should be emailed to the member of staff in charge of the bubble group, who will then print it for them. This is to reduce infection risk at the printing stations.

## OTHER INFORMATION

- To facilitate a daily deeper cleaning regime the academy building will be closed at 16:00pm each day, and all staff still on site will be asked to leave at this time.
- No staff are permitted to enter our buildings before 08.00am and staff should park in the top car park by the tennis courts. If staff arrive early, they must wait in the car park. Staff should only enter the building through the

main entrance, and only proceed to their classroom or office area once they have had their temperature taken and it is deemed to be normal. Those working with the Year 10 study groups must be off site by 13.00pm. Those working with the vulnerable and Key Worker group must be off site by 15.30pm.

- In general staff should not leave their designated room or classroom, walk around the academy to speak to each other or access staff rooms. Communication with staff members should be by: email, telephone and video conferencing.

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## **TRAINING FOR STAFF AND STUDENTS**

To ensure that all staff and students are aware of the systems and procedures outlined in this booklet for operating on the site, they will receive induction sessions on their first day attending.

Staff will attend an induction training at 8.05am on their first duty day on rota. This will be done in line with social distancing guidelines either in small groups in the main hall, or remotely, where necessary.

Students will receive the guidelines for operating safely on the site in their first session with staff.

Any new staff joiners after 15<sup>th</sup> June will be given a “Covid-19 Secure” workplace induction before they start work.

Students starting in a new ‘bubble’ after June 15<sup>th</sup> will be given their induction in their classroom at 08.45am on the day they start.

## **EXTERNAL VISITORS**

During this period no external visitors are allowed on the premises unless by prior invitation. This includes parents and carers. We respectfully ask that if you drop your child off or collect them that you remain in your vehicle within the car park, or

if collecting on foot remain outside of the academy gates and ensure you are socially distanced.

Parents / carers who are called to collect their child will be informed as to the collection point.

All meetings with external guests should be conducted using video conferencing.

### **HOW WILL WE HANDLE SUSPECTED CASES OF COVID-19?**

In line with government advice, should a student feel unwell at school with a high temperature, or exhibit other symptoms characteristic of the coronavirus, they will be taken to a dedicated medical room, with open windows, where they will be quarantined, and supervised by staff wearing appropriate personal protective equipment (PPE). They will remain there until they are collected by their parents or carers. They will be informed to self-isolate, and then arrange for an infection test to be carried out. Parents/Carers will be asked to inform the school of the result as soon as it arrives.

Where the student (or staff member) tests positive, the rest of their bubble class or group that they were in will be informed and parents / carers asked to collect them, and they will be advised to self-isolate for 14 days.

Where the student or staff member tests negative, they can return to school.

Staff who suspect they have symptoms should leave the site immediately and call a member of the senior leadership team to inform them of their possible infection. Staff will be expected to make an appointment to be tested as soon as possible to confirm if their symptoms are Covid-1.

If a child needs to use the toilet while contained in medical quarantine, they will be escorted by a member of staff at two-metres distance wearing appropriate PPE. Afterwards, the toilet facilities will be cleaned according to government guidance

## Test and Trace

If a member of staff or a student attending the academy is contacted by the national test and trace team because they may have been exposed to someone with Covid 19, they should self-isolate and inform us as a matter of priority. Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases a larger number of other students may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, or year group.

## SUPPORT FOR WELL-BEING

The risks to health from this pandemic are psychological as well as physical. They include anxiety about the ongoing health crisis and fear of infection, as well as social isolation due to the lockdown.

As a Trust, we understand that students and staff will be returning to a very different academy set up to the one that they left. We will do all in our power to provide ongoing support to our students and staff regarding these changes.

Students should speak to their 'bubble' teachers about any anxieties or concerns they have, and staff should raise any of their concerns with the Principals or HR Manager so that we can put help and support in or signpost you to services that provide support.

**In conclusion we look forward to welcoming our Year 10 and 12 students back to school and look forward to the day when normal school resumes and all our young people can once again enjoy learning without all the restrictions.**

**WELCOME BACK – we have missed you.**