



September Opening

Paignton Academy

Guidance for Parents

This guidance has been developed for parents and students to make clear the expectations and processes that will take place when students return to the school in September. This guide is not exhaustive, but it's aims are as follows:

- a) Clarify the aims of the return process for the new academic year.
- b) Clarify the routines and safeguards that will be put in place to ensure the safety of students and staff at the Academy.
- c) Clarify the expectations of student conduct when they are onsite – for the benefit and the safety ***of all students and staff.***

We would like to thank all parents/guardians who have supported the Academy and their children with 'Home Learning' during the lockdown period. We appreciate this has been a huge task and hopefully this experience will have helped improve students' resilience and independent learning skills for the future.

Section 1 – Organisation of September return

All students will return to the Academy on **Monday 7th September**. Mr Smith has sent out the timings for the 1st day back on a separate letter.

Start and end of the day

Students will be using different entrances and exits as highlighted below to enable the social distancing of each year group. We are also staggering the start and end times of the school day to allow for a safer entrance and exit to and from the Academy sites. There will be hand sanitiser available for students in all classrooms and on entrance into a building. All students must sanitise their hands-on entrance to a building and a classroom. There will be zero tolerance on this.

Start times

Year 7 & 8	8.25am
Year 9 & 10	8.35am
Year 11	8.45am

Finish times

Year 7 & 8	2.50pm
Year 9 & 10	2.55pm
Year 11	3.00pm

Entrances Borough Road (these will be pointed out on the first day).

Main gate (Year 8, 10, 11)

English Media Block (Year 7 & 9)

Entrances Waterleat Road (these will be pointed out on the first day).

Kitchen ramp (Year 7 & 9)

Car park (Year 8, 10, 11)

Students to go straight to their allocated zone on arrival.

Year group zones

All year groups will be based and taught in separate zones within the Academy to limit cross year group interaction. The students will largely remain in these zones and the staff will move to each Year group zone to teach their lessons.

Borough Road

Year 7	English – EM Block
Year 8	Middle Floor & B10/11
Year 9	Science
Year 10	BT corridor
Year 11	Maths

Waterleat Road

Year 7	English
Year 8	W19 – 22, W41, W10, Library
Year 9	Science (24 – 29)
Year 10	Middle floor
Year 11	Top floor

Toilets

Waterleat Road

Year 7	Toilets English corridor
Year 8	Creative Arts block
Year 9	Science/maths floor
Year 10	Middle floor
Year 11	Girls – Top floor Boys – Men’s staff toilet (Middle floor)

Borough Road

Year 7	English
Year 8	Middle floor/Toilet outside ALF office (B10/11)
Year 9	Bottom floor (Science)
Year 10	BT corridor
Year 11	Maths (staff toilets) Disabled – staff use

Breaks and lunches

All year groups will have a different break and lunchtime. Students will be able to get food as normal from the canteen or they will be able to bring in a packed lunch. Students can use break and lunchtime to fill up their water bottles. This will be the only time they will be able to do this. Students will be able to eat their food in the canteens and in any designated areas. They will not be able to roam around the site as usual.

Payment for lunches – we would like all payments to be contactless via ParentPay where possible to avoid using cash in the machines at school as these will not be easily accessed. Cash will only be able to be used in an emergency.

House teams/Support staff

The House teams and Support staff will be based in every year group zone and staff will move zones each day to ensure that they can support all students in their house.

Zone Link rooms

Zone Link Rooms	BRC	WRC
Year 7	English Office	English Office(by W33)
Year 8	B33	Maths Office
Year 9	Science Prep Room	Science Prep Room
Year 10	BT1	French Office
Year 11	Maths Office	Humanities Office

Assemblies/Tutor time

Tutor time will be delivered during lesson 1. All assemblies will be delivered virtually to avoid large group gatherings.

Reception

Reception will be open as usual on both sites. However, we would like to limit the amount of people in reception due to social distancing. All staff will be dedicated in supporting our students during the school day, therefore we will not be available to parents for anything other than an emergency during the school day. If you need to speak to a member of staff, please contact reception staff or email wrdadmin@paigntonacademy.org/brdadmin@paigntonacademy.org and somebody will get back to you as soon as they can.

Attendance

Attendance is compulsory for all children from September 2020. A separate letter has been sent home regarding attendance from September.

Behaviour

Your child will be expected to follow strict behaviour rules relating to physical contact with other pupils and keeping their hands clean. Students will be expected to (or be taken to) wash their hands regularly and use hand sanitiser.

It is essential for the wellbeing and safety of both staff and students that students' behaviour during these difficult times is exemplary. Therefore, any student not complying with safety measures put in place or behaving in a way which undermines the learning of others, will be dealt with as a serious incident by a member of SLT. We will be following the same behaviour systems as normal, whilst we appreciate that students might take time to adjust to a normal school routine, the health & safety of our students and staff is paramount.

Uniform

Students will be expected to wear full uniform as normal. Students will be having 1 physical PE lesson per week. On this day students will be allowed to wear their Academy PE kit into school and are permitted to wear tracksuit bottoms and a jumper on this day ONLY.

Mobile phones

Students will be expected to follow the normal rules in school regarding mobile phones. Students will NOT be able to use their mobile phones whilst they are in school apart from at lunchtime, particularly as mobile phones carry high levels of bacteria which we do not want passed around the Academy.

Drinks/Sun cream

Students will need to bring their own water bottles or a full bottle of water with them. Students will only be allowed to fill up their water bottles during their allocated break/lunch slot.

If the weather is hot, students will need to apply sun cream before they leave home or will need to have their own. Staff will not be able to give students sun cream.

Equipment

Students **MUST** bring their own equipment into school with them as staff will not be able to lend equipment out and they will not be able to borrow a pen from a friend. Below outlines the equipment they will need to cover all their lessons, as this will reduce cross-contamination. All equipment used in lessons by more than one person will be wiped down after every use. (See equipment list below)

COMPULSORY EQUIPMENT LIST

Adequate school bag for carrying books and equipment

- Black/blue pens x 3
- Purple pen x 2
- Pencil x 3
- Pencil sharpener
- Rubber
- Ruler
- Colouring pencils
- Pair of compasses
- Protractor
- Scientific calculator (we recommend a Casio FX83)
- Glue stick
- Scissors

Many of these items can be purchased from ClassCharts with reward points!

Section 2 – Health and Safety and Hygiene Arrangements

Risk Assessment

A detailed risk assessment has been drawn up in line with Government guidance. It has been approved by the Trust and Unions have been consulted with. This is available for you to access via the website and will be attached to this information.

Hand washing

We will promote regular hand washing and use of sanitiser. There will be sanitisers at each entrance and exit to the school and in each classroom. There will be signage and students will also be regularly reminded.

Masks and face coverings

The government advice is quite clear that the wearing of a face covering, at the moment, is not necessary. If a face covering is used on public transport to get to school, it should be removed on arrival. The government has advised walking or cycling to school wherever possible to reduce the use of public transport.

PPE

This is required for staff dealing with first aid and a potential case of Covid-19.

Testing, tracking and tracing

The government's multi-intervention strategy to reduce the spread of COVID-19 is developing quickly. Over the last few weeks, positive progress has been made to enable widespread testing and tracking for COVID-19. Please inform the school immediately if your son/daughter displays any symptoms of the Coronavirus.

Cleaning

All rooms that have been used will be wiped down at the beginning and end of each lesson by the students. Toilets and entrances routes will also be cleaned, as well as all door handles.

Staff will be expected to wipe down their desk area before another member of staff uses the room. Staff are responsible for ensuring that students wipe down their desk, chair and appropriate equipment (such as keyboards, construction equipment etc.) before and after use.

First Aid

There will always be a qualified member of staff covering First Aid alongside our First Aid team. PPE will be issued through the Trust Health and Safety Officer. If your son/daughter feels unwell during the day, we will be contacting home as normal. First Aid will be assessed first within the Year zones by our support staff and then signposted to our First Aid team if necessary. Students who take medication during the school day will follow the normal procedures for this. This will be dealt with by our two First Aiders in reception. Students who require medication throughout the school day will be escorted to reception by a member of support staff in each year zone.

Section 3 – Maximising social distancing measures

Student behaviour

Social distancing is one measure to reduce the risk of coronavirus spreading. Clearly, it will only be effective if rigorous hygiene routines are followed too. It is imperative that all students follow the rules and guidance on social distance and good hygiene so that we can keep all our school community safe.

Movement in corridors

Students will remain in their zones for most of the day. Students will need to walk on the left-hand side of the corridors and behave in a responsible manner.

Toilets

Students will only be allowed to go to the toilet one at a time and will be escorted by a member of staff who has been assigned to this duty. There will be staff assigned to each area. Staff will be aware of any students with specific medical needs to ensure they have access to a toilet when they need.

Each year group will be allocated toilets which they will be able to use:

Waterleat Road

Year 7	Toilets by Room W41
Year 8	Bottom floor Maths
Year 9	Science
Year 10	Middle floor by Room 19
Year 11	Girls – Top floor Boys – Middle floor by SEND

Borough Road

Year 7	English
Year 8	Middle floor
Year 9	Bottom floor (Science)
Year 10	BT corridor
Year 11	Maths corridor Disabled – staff use

Section 4 – Wellbeing

Mental wellbeing of students

Some students will have found the lockdown difficult, will have missed friends and we as an Academy are here to support them through this difficult time and we have an excellent pastoral team available to support any students. Please let the Academy know through the usual channels if you are concerned about your son/daughter's health and wellbeing.