Dear Parents and Carers,

As a result of the huge national efforts everyone has made over the past months, the transmission rate of coronavirus (COVID-19) has decreased. Due to this progress, the government have asked schools to welcome back our Year 10 and Year 12 students. The aim of this handbook is to inform our parents and carers of our provisional plans, communicating the range of protective measures to create safe, positive environments for the students and members of the school community.

In the government advice to schools they have identified a number of key areas that we have focused on to reduce transmission of COVID-19. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or college
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach, when dealing with coughs or sneezes
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

The government has provided advice to parents and carers, which is available on the following link: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery

We all need to work in partnership to take responsibility within the school and wider community. Preventing the spread of infection can’t be a passive exercise, it will be up to us to reiterate and reinforce these new routines to staff, students and parents who may naturally default to previous routine. We can do this really positively by using the new measures we have in place, and by doing this, we will create new habits and expectations for people to adhere to naturally in order to keep everyone as safe as we possibly can and ask that you support us with this. We have worked hard to create a set of systems that support social distancing and high levels of hygiene to reduce the risk of transmission. Students will need to continue to stay safe when outside of school. The guidance around this can be found here: https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home

Re-opening dates
It is our intention to stagger the return of pupils and staff in the following way:

- 15th June – Staff training
- 16th June: Year 10 and Year 12 students will return for a 1:1 appointment (times will be communicated with parents and carers via email)
- w/c 29th June: Year 10 and Year 12 students return for scheduled lessons on a part time basis.
Due to the government guidelines which state that we can have no more than a quarter of our Year 10 and Year 12 cohort on site at any one time, it is important that students and parents/carers only attend the school site at the appointment times and lesson days and times issued.

Community Classrooms
Our Secondary Community Classroom provision has been running since the 8th June. Community Classrooms will be available for students Monday to Friday from 8:35am to 3:30pm. This provision is for children in Years 7, 8, 9 and 10, who have critical worker parents, and vulnerable students. If you feel that you meet this criteria and would like to request a space, please contact Ms Jones on 0208 911 6666 or email info@isaacnewtonacademy.org marking your email for the attention of Ms Jones.

Our Community Classrooms are limited to groups of 15 in a socially distanced space, students will be supervised completing their remote learning that has been set by subject teachers. In order for us to staff and room our demand for Community Classroom safely, we ask that parents inform us by 2pm on Thursday or their request for a place in a Community Classroom for the following week. Ms Jones will be in touch to discuss all requests for the provision and will confirm that your child has a place and inform you of a start date.

Students will be provided with a sandwich lunch in the Community Classroom provision, they must bring their own water bottle.

Students will be provided with a laptop to complete their remote learning and laptops will not be shared between students. All laptops have a strict cleaning schedule. Devices are wiped with disinfectant wipes at the end of every day and so are cleaned thoroughly between student uses.

Students are not permitted to bring mobile phones into school. There will not be the normal procedures in place for collecting in and returning student devices, and students will not have access to their lockers. In the event that parents decide that they require their child to travel to and from school with a mobile phone, please be informed that this is at your own risk. If mobile phones are seen or heard throughout the school day they will be confiscated and parents will need to make phone or email contact with Mr Ball or Mr Beattie to arrange the return of the device.
w/c 15th June and 29th June: Year 10 and Year 12 1:1 Appointments
For the first 2 weeks of our phased return for students in Year 10 and 12, students will have a 30 minute 1:1 appointment each week with the same member of staff. The 1:1 appointment will take the form of a wellbeing and academic review, where students will have an opportunity to discuss their experiences of the lockdown period, and how they have managed to engage with the online learning provision. The 1:1 sessions will allow us to signpost students to the appropriate support and communicate to their subject teachers more widely. Times for student 1:1 appointments will be communicated via email. If your child is unable to attend their appointment, please ensure that their absence is reported using the normal reporting channels.

Class sizes and organisation for small group teaching
Following the first 2 weeks of 1:1 appointments, Year 10 students will be organised into classes of 12 students. They will attend school, on a scheduled day once a week, to have 3 hours of core subject teaching (English, maths and science). Students will arrive and leave at school at the staggered times communicated (between 9.45am and 1.30pm) and remain with the same group of 12 students in the same room for their learning. They will be taught by 3 subject specialists. They will have the same 3 teachers throughout the provision this term.

Year 12 students will have face to face small group lessons for all of their KS5 subjects, again seeing the same teachers at the same day and time every week. The lessons will take place across the week. Students can expect to receive around one hour a week for each subject they are studying.

Days and timings will be communicated to all students and parents/carers following the 1:1 appointments.

Socially distanced classrooms
All existing classrooms, which will be used by our Year 10 and Year 12 students, have been re-modelled into socially distanced classrooms. Soft furnishings have been removed, desks have been socially distanced, and hygiene supplies including hand sanitiser have been made available in every classroom. Students will not be permitted to share equipment, will be allocated their own desk and will not move between rooms for their lessons. We have separated the school into a Year 10 floor and a Year 12 floor. Students will not have access to any space other than their own.
Cleaning
All rooms, areas and procedures have been risk assessed and as a result, detailed cleaning protocols have been designed to minimise contamination. All high touch-point surfaces will be cleaned frequently throughout the day. We have increased the number of cleaning staff on site to ensure that we can minimise risk to staff and students on site. Lidded bins and hygiene supplies have been added to all classrooms which will be emptied and stock checked throughout the day.

Arrival and dismissal
We have staggered start and finish times and breaks throughout the day in order to minimise bottlenecks of groups of students arriving and leaving school together. Students will enter the site using the courtyard gate, and leave the site using the gate on the Key stage 3 playground. The Southern Access will not be in use for the rest of the academic year, so please ensure that students are leaving enough time to walk down Highbury Gardens to the access on Cricklefield Place.

If your child arrives at school prior to the gates being opened they must line up using the socially distanced markings available.

The school has been divided into different spaces for Year 10 and Year 12 students, the Year 12 students will not have any access to their regular space on the 3rd floor. After entering through the courtyard gate, and sanitising hands, students should follow the directions to their specific marked entrance.
Equipment
For the 1-2-1 sessions students do not need any equipment but should bring a bag to put their outdoor jacket in if they are wearing one.
For the small group teaching sessions students should bring their equipment for the subjects studied that day.
Travelling to and from school
Where possible we recommend that students walk to school. If you need to travel by car, please ensure that only members of your household travel in your car. Only park your car in marked bays, so that members of the public are able to safely use the pavement area and socially distance from each other.

Travelling to school by public transport is not advised. However, if this is your only means, then please ensure a face covering is worn as advised by government guidance. Please also allow ample timing to travel to school in the morning, due to timetable changes on public transport.

If your child comes to school in a coat/jacket and/or face covering, we will ask that these are removed and placed in your child’s bag as they enter the school gate before visiting the hand sanitising station. If your student will need to travel home using public transport please ensure that they have a second clean mask to wear for the journey home.

Uniform
Children will be expected to attend school in their usual school uniform. The government guidance advises that all school uniform is washed following a day in school. Uniform that cannot be machine washed should be avoided, therefore during this time blazers and ties should not be worn to school. The government do not recommend face coverings to be worn by staff or students in schools. Further government information on protective measures can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks

The Year 12 students dress code mirrors that of staff members. The dress code remains professional but students should be mindful that clothing should be washed after a day in school. Therefore dry clean only clothing should be avoided. We suggest substituting suit trousers for chinos. We are also asking students not to wear ties or suit jackets. Jeans are not permitted.

Hygiene throughout the day
Students will be expected to use hand sanitiser when entering through the school gates, and then wash their hands thoroughly when arriving in to the school building.
After School IL support and Enrichment
At this time, we will not be able to offer provision for, after school IL support or our Enrichment programme.

Vulnerable children or living with someone who is clinically vulnerable or clinically extremely vulnerable
If a child is classed as clinically vulnerable or clinically extremely vulnerable, as set out in the government guidance, then the child should not attend school.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. If a child lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance, we would recommend that they do not attend school.

To find out more about who is classed by the government as clinically vulnerable or clinically extremely vulnerable, then click here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

Punctuality & Attendance
If a student arrives late then they will need to enter via main reception.

If your child is in Year 10 or Year 12 and you choose for your child to remain at home:
Please continue to access the online home learning daily. You will not need to phone the school daily to inform us of your absence. You will not be fined by the Local Authority for non-attendance at this time. If you change your mind and wish for your child to attend school during the months of June or July, then please get in touch with the school by phoning 0208 911 6666 or email info@isaacnewtonacademy.org. Please note that we need adequate notice of your intention to return your child to school. Please let us know by Thursday 2pm of the week before you wish for them to return.

For those who have confirmed that their child will be attending the Year 10, Year 12 or Community Classroom provision from the 15th June:
If your child wakes up in the morning unwell, then they should not attend school. If your child or anyone in your household develops the following symptoms they must self-isolate according to current guidelines, unless the symptomatic individual receives a negative test result:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **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

Please phone the school by 8am to inform the school of the child’s non-attendance.
What happens if a child becomes unwell at school?
If your child becomes unwell in school, they will be isolated and you will be contacted to pick them up as soon as possible. It is imperative that you arrange for your child to be tested as soon as possible and report the outcome of the test to the school. If a child in a class tests positive for COVID-19, then all parents of that group will be informed and the class will be closed for 7 days, whilst children and staff go into self-isolation.

What should I explain to my child before attending school?
It is essential that parents prepare their child for the return to school, it will be important to talk to them about the following things, as some of these are difficult messages but are important for their own health and that of others:

- They will not be in the normal class and may not be with their class teacher
- They might not be in a class with their friends or be able to have contact with them during the school day.
- They should not touch or be within 2 meters of another student or adult
- It is essential that they follow the new school rules and routines to keep them safe

Behaviour policy amendments
Our behaviour policy Covid appendix is now available on the website, please do take the time to read this document. It outlines specific behaviours that we deem to be serious breaches to do with social distancing and the safety of others in the school community. We will be going over these as part of your child’s induction back into school, but we also request that parents make themselves familiar with this document so that we can work in partnership to communicate expectations.

Home learning
Students will still be set home learning by subject teachers for completion, this will be available on the school website and the various learning platforms that specific subjects have been using. Please continue to support your child with engaging with their online learning.

Free school meals
No food or drink (other than a water bottle) is to be brought onto the school premises. Students in Year 10 who are not attending school will continue to receive vouchers for free school meals. Those attending Community Classrooms in Year 7-10 who are eligible for free school meals will not be charged for lunches. However, if your child is attending Community Classrooms and not eligible for free school meals then the usual payments on WisePay need to be made.

Medication
If your child is returning to INA and needs regular medication whilst at school, including those with asthma, please can you contact Ms Patel 020 8911 6666 before 13th June.
Visitors
Parents/carers will not be permitted to enter the building at this time. This includes visiting the main reception area. Parents can only come to the school office when strictly necessary and by appointment only.
When communicating with staff, please ensure that you maintain two metres distance. We insist that all parents/carers adhere to social distancing regulations outlined here.

If you would like to contact us please phone 020 8911 6666 or email info@isaacnewtonacademy.org in the first instance. Sixth Form parents can contact us on the same number or by email on sixthform@isaacnewtonacademy.org.

We have already contacted you to confirm if you child will be attending school from 16th June. If after reviewing this information you change your mind, please do get in touch.

I would like to thank you in advance for your support with implementing the above guidance. If you have any questions or would like to discuss your thoughts, then please do send an email to info@isaacnewtonacademy.org or contact the school on 020 8911 6666.