



ISAAC NEWTON
ACADEMY

SIXTH FORM RE-OPENING

PARENT HANDBOOK

SEPTEMBER 2020

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 all 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. The government has outlined essential operating guidance to schools for the Autumn term, this guidance is as follows:

- a requirement that people who are ill stay at home
- practicing robust hand and respiratory hygiene - 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 and promoting the 'catch it, bin it, kill it' approach, when dealing with coughs or sneezes
- where recommended, use of face coverings in schools
- enhanced cleaning arrangements in place
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The government advice and guidance to schools for full reopening can be accessed by parents and carers using the following link:

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

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.

RE-OPENING DATES

There will be time at the start of the term for staff training, followed by a staggered start for all year groups. There will be lots of key information shared with students during this induction week. The school has been adapted in terms of set up, groupings, timings, break/lunch times and routines. We ask for your full support in ensuring that your son or daughter attends every day, to fully understand and engage with these changes that will help to keep our community a safe learning space for all.

The timings for the staggered start are as follows:

- 1st - 4th September – Staff training
- 8th September: Y12 - morning only (8:30am - 12:30pm) Y13 – afternoon only (12:40pm - 3:50pm)
- 9th September: Y12 - morning only (8:30am - 12:30pm), Y13 – afternoon only (12:40pm - 3:50pm)
- 10th September – All students normal school day timings.

TIMINGS OF THE SCHOOL DAY FOR SIXTH FORM STUDENTS

	YEAR 12	YEAR 13
Tutorial	08:30 for 08:35 – 09:10	08:20 for 08:25 – 09:10
P1	09:10 – 10:05	09:10 – 10:05
P2	10:05 – 11:20	10:05 – 11:20
Break	10:35 - 10:50	11:05 – 11:20
P3	11:20 - 13:50 (lunch built in to double)	11:20 - 13:50 (lunch built in to double)
P4		
Lunch	12:20 - 12:50	13:20 - 13:50
P5	13:50 - 14:45	13:50 - 14:45
P6	14:45 - 15:40 (M/W/T) 14:45 – 15:10 (T/F)	14:45 – 15:50 (M/W/T) 14:45 - 15:20 (T/F)



ISAAC NEWTON ACADEMY

ARRIVAL AND DISMISSAL

In order to minimise any congregation of groups of students arriving at and leaving school together, we have staggered start and finish times and breaks throughout the day. Students will enter the site using different entrances/exits depending on their year group. We ask for your support with this staggered start, please ensure that your son or daughter arrives no more than 10 mins prior to their year group start time.

We ask that siblings follow their own year group arrival times, but we do understand that older siblings may be responsible for accompanying younger students to school. Students will be able to wait in their year group designated line up space, but please note that the dining hall, library or other indoor spaces will not be available for students to use prior to line up.

MAIN ENTRANCE/EXIT

-  KS3 through the KS3 vehicle gate
-  KS4 through the courtyard gate
-  Sixth Form through main reception



SOUTHERN ACCESS ROUTES

All students are permitted to use the Southern Access. When students reach the end of the Astro, they will be directed as follows:

-  KS4 (Y10 & Y11) students, down the side of the building around to the Courtyard
-  KS3 (Y7, Y8 & Y9) students, straight on to the KS3 playground
-  Sixth Form students, though the KS3 gate and down Cricklefield Place to Main Reception



Students will be leaving the site at the end of the day at staggered times with their year group bubble to ensure that year groups are able to distance effectively in the absence of large groups.

Enrichments will not be available in the first instance; however Sixth Form students will be permitted to use the Sixth Form Study Centre until 17:30. They must remain in their designated area during this time.

Secondary and Sixth Form students will be asked to keep to the left-hand side path, to distance from Primary families on the right.

Space for entrance and exit has become increasingly important for both out Primary and Secondary site. As always we ask that you encourage your son or daughter to walk/cycle to school.

SIXTH FORM DRESS CODE

Students will be expected to dress in accordance to the Sixth Form dress code. Their clothing should be cleaned regularly.

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. Any subject specific equipment will be cleaned between groups, and any shared space, for example the music rooms, will be cleaned thoroughly between bubbles.

MINIMISING THE RISK OF TRANSMISSION

One of the measures that the government require schools to put in place is the grouping of students to minimise contact. To minimise contact between sixth form students we have:

- designated each room as a Year 12 or Year 13 room for that day
- staggered breaks and lunches for Year 12 and Year 13
- reduced movement time in corridors by making most lessons double lessons
- designated spaces for Year 12 and Year 13 students in the Sixth Form Study Centre

YEAR GROUP ZONES

All Sixth Form lessons will take place on the third floor. In the rare instances where students need to move to another zone, for example for a music lesson, students will be escorted down, and the areas will undergo cleaning. We have allocated rooms to each year group to minimise the risk of transmission.

HYGIENE THROUGHOUT THE DAY

Students will be expected to use hand sanitiser when entering through the school gates, and hand sanitise on entrance/exit to all classrooms. Students will be advised to hand wash regularly following break, lunch and using the toilet. Staff will ensure that routines are in place to monitor frequent sanitising as part of their entry to lesson routines.

'Catch it, bin it, kill it' guidance is displayed in all classrooms, and tissues available for students.

All classrooms have been set up to ensure that student desks are facing forwards, and staff can maintain a 2m distance from students.

LUNCH AND BREAK FOOD PROVISION

Students will be able to purchase snacks from the Sixth Form Common Room as normal at break time. Lunch times are staggered, with each year group having a 30-minute lunch break. Students will still be able to leave the site at lunchtime but will need to ensure that they sanitise on exit and re-entry back into the academy.

USE OF THE SIXTH FORM STUDY CENTRE

Sixth Form students will be permitted to use the Sixth Form Study Centre until 17:30. They must remain on site should they wish to access this provision and will not be permitted to return to the site if they have left for any reason. They will be allocated a room to work in and will not be able to move from that area as we have designated spaces for each year group.

ATTENDANCE EXPECTATIONS

In March when the coronavirus (COVID-19) outbreak was increasing, the Department for Education made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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 pupil 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

It is imperative that your son or daughter attends school every day as we want to ensure that everyone leave us with fantastic grades and a place at a great university or apprenticeship offer. This will require consistently high levels of attendance. We want to ensure that we work in partnership with all parents/carers to ensure that students are returning to school. If you need any additional support with this, please do contact the school via sixthform@isaacnewtonacademy.org so that a member of the attendance/pastoral team can be in touch.

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- **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

If your son or daughter has one or more of these symptoms, they must self-isolate straight away for 10 days – or longer if they still have symptoms other than cough or loss of sense of smell/taste.

If they live in the same household as someone with coronavirus symptoms, they must self-isolate straight away for 14 days.

Please phone the school by 8am to inform the school of the child's non-attendance.

WHAT HAPPENS IF A STUDENT BECOMES UNWELL AT SCHOOL?

If your son or daughter 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 them to be tested as soon as possible and report the outcome of the test to the school. If a child that has been in close contact with your son or daughter tests positive for COVID-19, then you will be informed that your son or daughter will need to go in to isolation.

WHAT SHOULD I EXPLAIN TO MY SON OR DAUGHTER 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 able to move around the school or access parts of the school that they have had access to in the past
- They will have a slightly different school day depending on their year group
- They should not touch or be within 2 meters of another 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.

UPDATE TO ESSENTIAL ITEMS

In order to reduce infection risk we have added two new items to the essential items list (these are added in bold at the top). It is vital that each student has all of the essential items for learning and they must be brought to school every day and taken to every lesson.

- **A pack of 10 coloured pencils**
- **A mini whiteboard marker pen**
- Student organiser
- Scientific calculator
- Reading book for DEAR sessions
- Books/folders for that day's lessons
- A plastic water bottle
- Pencil case with the following:
 - At least 2 black or blue writing pens and a green pen
 - 2 sharp pencils
 - A rubber and a sharpener
 - A 30cm ruler
 - A highlighter pen
 - A glue stick

VIRTUAL HOME LEARNING

Should we find ourselves in a localised lockdown, or isolating groups of students within the school, students will be able to access all learning online. Students will still be set learning by subject teachers for completion, this will be available on MS TEAMS. Please continue to support your son or daughter with engaging with their online learning.

MEDICATION

If your child needs regular medication whilst at school, including those with asthma, please contact Ms Patel, Sixth Form Administrator, on 020 8911 6666 before the start of term.

FACE COVERINGS

Scientific evidence suggests that the use of face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. The DfE have confirmed that schools will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed.

Based on this guidance and evidence, we are strongly recommending that all Sixth Form students wear face coverings when moving around the building, transitioning between lessons and when indoors during break and lunch time (excluding the Sixth Form Common Room) when social distancing might be difficult to maintain.

As well as communal areas, some staff and students may feel more at ease with opting to wear a mask within the classroom setting as an additional measure to those already taken with regards to minimising contact through groupings. Whilst this has not been outlined as mandatory school guidance, we fully support student/parent choice with regards to this measure and would strongly recommend this as an option for students in the Sixth Form.

Some practical things to note:

- Masks are not required to be worn on the terrace or outside spaces
- If students wear a face covering within school, it must be different to the one they use when travelling to and from school. Please ensure that your son or daughter has a second mask to change in to and a sealable plastic bag to store their used mask in
- If your son or daughter is wearing a face covering in school, it will need to mirror the dress code standards and should look professional and smart. Students are not permitted to wear masks with branded logos.

VISITORS

If you would like to contact the school, phone 020 8911 6666 or email sixthform@isaacnewtonacademy.org in the first instance. Parents can only come to the school office when strictly necessary and by appointment only.

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 sixthform@isaacnewtonacademy.org or contact the school on 020 8911 6666.

We look forward to being together as a whole school community once again and welcoming students back to school from the 7th September.