

**CHATHAM GRAMMAR**

SAFELY RETURNING TO SCHOOL

INFORMATION and GUIDANCE For

UKAT STUDENTS, PARENTS/CARERS and STAFF

**With effect from: TUESDAY 1<sup>ST</sup> SEPTEMBER 2020**



FOLLOW  
THE  
GUIDANCE



KEEP CALM



KEEP SAFE

## INTRODUCTION

On the 7<sup>th</sup> August 2020 the Department for Education issued guidance for the opening of all schools and academies - for all ages and year groups - from the beginning of the Autumn term – the first week in September.

Returning to school is vital for our young people's education and wellbeing. Time out of school is detrimental to their cognitive and academic development, particularly disadvantaged young people. This impact can affect both current their levels of learning, and their future ability to learn, and therefore we need to ensure all our students return to school at the beginning of the academic year in September.

In line with these directives the University of Kent Academies Trust (UKAT), 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, adhering to the the guidance for social distancing in order to minimise contact between students and staff, and implementing recommended hygiene procedures.

## Key Information

- The key element of this strategy has been to create 'year group bubbles' to reduce the movement of students around the academy. This means that students in each year group will be allocated an area of the school (a zone) where they will stay throughout the day to be taught. Students will follow the normal timetable of all lessons but instead of students moving around the whole building to go to different lessons, teachers will now move to their zone and teach them within that area. This will ensure that students are kept safely within their bubble zone, and not come in contact with students from other year groups - which reduces the risk of transmission of the virus A few specialist lessons may be taught outside of their bubble zone e.g. PE - but their movement to those lessons will be controlled to minimise any contact with other year group students.
- All year groups have been assigned specific entry and exit points to the academy. On entry to the academy Covid protocols will be in place. All students and staff will have their temperature checked with non-contact digital thermometers, and they will all be required to use hand sanitiser before entry. Anyone 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. Once on the site students will be directed to go straight their zone area.
- Staggered break times and lunch times for each year group are being introduced to support social distancing.
- Students will be expected to use the sanitisers on entry and exit to all classrooms throughout the day.
- Cleaning schedules have also been enhanced with designated cleaners attached to each year group bubble zone to ensure high levels of hygiene are maintained throughout the day - with a specific focus on the toilet facilities.
- Social distancing markers will be visible, and arrows indicating movement routes around the building.

- All doors will be left open where possible (unless fire doors) throughout the academy day to prevent the need for staff or students to touch door handles.
- Weather permitting, some windows in classrooms will be opened in order to ensure a constant flow of fresh air throughout the building

The purpose of this document is to outline the measures, which have been put in place to ensure that students and staff can return to school safely, and to reduce levels of anxiety which we are sure staff, students, parents and carers must be feeling.

We strongly recommend that all students, parents/carers and staff read this document carefully as it details all the new arrangements which have been made and the expected Covid protocols which need to be followed.

**It is essential that particular attention is paid to the information provided on pages 9 – 12 of this guidance which give specific year group information regarding: start / end times for students: designated entry and exit points for each: location of year group bubble zones and times for break and lunch.**

## **RETURN DATES FOR STUDENTS**

- **Wednesday 2nd September – Year 7 & Year 12 only - Induction Day**
- **Thursday 3rd September onwards – all Year groups - Years 7, 8, 9, 10, 11, 12 & 13 to return**

## **PREPARING THE UKAT BUILDINGS (BA and CG) AND HYGIENE**

### **Bio Fogging**

When the academy opens to all students and staff in September, it will have undergone a deep cleaning procedure. This deep clean will include a 'Bio Fogging'. 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. Deep cleaning of all areas and classrooms in daily use will occur every evening.

### **Cleaning Personal Equipment**

On entry to the academy building, all students will be directed to their year group "bubble" zones and on entry to their designated classrooms they will be given anti-bacterial wipes to clean any personal electronic equipment, which they have brought with them e.g. mobile phones or iPad.

### Toilets

In order to reduce the risk to both students and staff, all students attending the site will have a designated toilet facility to be used only by students in their designated 'bubble' group. A member of the cleaning team will be stationed within their bubble zone to ensure regular cleaning of the toilets throughout the day.

### Handwashing Routines

All toilet areas will be stocked with anti-bacterial hand wash; all staff and students will be required to wash their hands regularly throughout the academy day, including before and after break time - to follow Government guidance. Hand sanitiser will also be used by students and staff on entry and exit of all classrooms, before and after break time and before and after using the photocopiers.

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

## LUNCH TIME AND BREAK ARRANGEMENTS

- The Refectory at **Brompton Academy** and the Lime Lounge at **Chatham Grammar** will have a restricted service. At this time they will not be open for breakfast or break time.
- Students however can pre-order breakfast (on a weekly basis). More details to follow. Pre ordered breakfasts will be delivered to their year group bubble zone each morning.
- **Students will need to bring their own break time snack.**
- The Refectory/Lime Lounge will be open at lunch times for all year groups at staggered times.
- Those students entitled to free school meals will continue to receive them as per normal.

### Break Times by Year group

Year Group	Time
7	09.45 – 10.00am
8	10.00 – 10.15am
9	10.15 – 10.30am
10	10.30 – 10.45am
11	10.45 -11.00am
12/13	11.00 – 11.15am

### Lunch Times by Year group

Year Group	Time
7	11.30am -12.00pm
8	12.00 -12.30pm
9	12.30 - 13.00pm
10	13.00 - 13.30pm
11	13.30 - 14.00pm
12/13 *	12.00 -13.00pm

\*Please note there are special lunch arrangements for sixth form students – information will be given on their induction day.

## CLASSROOMS

Following DfE Guidelines where possible, all classrooms have been set out in rows of desks facing the front of the room with students sitting side by side and facing forward, rather than side on. Seating plans for all classes are to be adhered to at all times, and where possible students will be allocated the same desk for each subject lesson. Students **must** remain in their seats with no movement around the classroom during lessons.

Following official guidance classrooms have been set up to ensure for a 'teacher zone' - which is positioned at the front of the classroom and will be (where possible) two metres from the nearest student. Although there is no requirement, teachers can use optional face shields (rather than masks) to teach. These will be supplied by UKAT if requested.

All classrooms are fully equipped with: Anti-bacterial hand gel and tissues and anti-bacterial disposable wipes.

ICT (Computer) rooms, where the configuration of desks is face-on for students, have been adapted with Perspex screens which will be regularly wiped down between uses.

Printers will be based in year group bubble zones. Students who need to access printers will be required to seek permission from the teacher to leave the classroom to collect copies and will be required to use the hand sanitiser before they exit the classroom and will be required to sanitise on their return from using the printer.

The use of academy textbooks will be restricted to students in their own year group zone. Where possible teachers will photocopy resources and/or direct students to use iPads to access online resources.

## EQUIPMENT

Students will need to ensure that they have a suitable school bag. This will be needed for their packed lunch, iPad, iPad charger, exercise books, pens, pencils and any other stationery. **Students will not have access to their lockers** at this time and as such they will need to keep their books with them at all times. Students should take all their equipment home with them at the end of the day – this to include their coat/jacket.

**Students must bring their iPads (fully charged) into the academy each day.**

## ATTENDANCE PROCEDURES

Academy attendance from the 2<sup>nd</sup> September is mandatory. The usual rules on attendance will apply, including:

- Parents/Carers duty to ensure that their child attends school.
- The Academy's responsibility to record attendance and follow up absence.
- The process of issuing sanctions, and fixed penalty notices, in line with Local Authority procedures if required.

Please note if your child is unwell or is unable to attend, please contact the Attendance team at the relevant academy by 9am to explain why your child is unable to attend. This should be followed up in writing.

## DRESS CODE

UKAT academies have strict uniform policies which all students should adhere to at all times. All students from all year groups Year 7 – 11 are required to wear full school uniform as outlined in the respective individual academy ( BA or CG) Parent/Carer directory - which is available to access on the CG or BA website.

Please note the following concession. The only exception to the uniform rule is for all Years 7 to 11 students at Brompton Academy, and years 7,8 and 9 at Chatham Grammar, who will be allowed to wear their PE kit to the academy **ONLY** on the days that they have PE on their timetable. Changing facilities at both academies are limited in size and would not be conducive to social distancing. In addition any CG student in Year 10 or 11 who is in possession of the new PE kit will also be allowed to wear it on their PE days. For those students at CG who do not have the new PE kit space will be found to allow them to change within the lesson. More information to follow on return to school.

Please note the Uniform policy remains the same as usual. 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.**

### Dress Code – Post 16 Sixth Form

Students should wear professional, smart, business-like clothing. Jeans, T shirts, trainers and other casual wear are not suitable.

## 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 or staff will be treated as a high-level behaviour incident. These could include ignoring social distancing and classroom protocols. Breaches such as these will result in parents/carers being called in and may result in a formal exclusion.**

**Any student who fails to adhere to Covid behaviour protocols will be sent home as we no longer have provision for internal exclusions.**

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.

## EXTERNAL VISITORS and PARENT/CARERS

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 from persons.

**NOTE: For Chatham Grammar the only vehicle access (due to the ongoing building works on the new block) is via the Ash Tree Lane gate.**

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

Our apologies but in order to adhere by the DfE guidance to safeguard our academy community parents/carers will not be allowed on site or in reception without a prior appointment. Those parents/carers and visitors who have made an appointment must follow our Covid protocols, i.e. temperature check and hand sanitisation.

Should any parents/carers have any queries, concerns, issues or information to share please can you contact the academy by phone or by email.

## **TRAINING FOR STAFF AND STUDENTS**

To ensure that all staff and students are aware of the systems, procedures and expectations as outlined in this booklet, induction training will be given on their first day at the academy.

## **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. 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-19.

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.

UKAT understands 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 Personal Tutors or their allocated member of the Pastoral Team 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.



## CHATHAM GRAMMAR STUDENT INFORMATION – PLEASE READ CAREFULLY

**PLEASE NOTE:** no students should be on site before 8.15am – however we recognise that many students travel significant distances on public transport, and arrival times linked to coaches and trains may make it inevitable that you will arrive earlier than 8.15am. If this applies please contact the academy reception and we will make arrangements for you to be supervised earlier than the 8.15am arrival time.

### All students Year 7 – 11

	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
<b>First day</b>	02/09/20	03/09/20	03/09/20	03/09/20	03/09/20
<b>Daily entry/exit point</b>	Ash Tree Lane/ St Augustine's Church	Ash Tree Lane/ St Augustine's Church	Ash Tree Lane/ St Augustine's Church	Ash Tree Lane/ St Augustine's Church	Ash Tree Lane/ St Augustine's Church
<b>Start time</b>	8.15 – 8.40am	8.15 – 8.40am	8.15 – 8.40am	8.15 – 8.40am	8.15 – 8.40am
<b>Finish time</b>	3pm	2.50pm	2.55pm	3pm	3pm
<b>Breaktime/ area</b>	9.45 – 10am  Picnic area by Tennis court	10 – 10.15 am  Outside Science Labs	10.15 – 10.30am  Outside Science Labs	10.30 – 10.45am  Outside Science Labs	10.45 – 11am  Picnic area by Tennis Courts
<b>Lunchtime/ area</b>	11.30am – 12pm  Lime Lounge/ outside areas	12 – 12.30pm  Lime Lounge/ outside areas	12.30 – 1pm  Lime Lounge/ outside areas	1 – 1.30pm  Lime Lounge/ outside areas	1.30 – 2pm  Lime Lounge/ outside areas
<b>Location of bubble group</b>	English & Maths block	H corridor H8 – 14	Old building upper floor Dance studio, H15, H16 & H17	Old building Upper floor H1 – 7	Tech block T1, 2, 3 & 8 L2, 3, 4

**At Chatham Grammar all year groups will enter the Lime Lounge using the one-way system – up through staircase 1 (Library stairs) and down through staircase 2 (middle stairs)**

### ADDITIONAL INFORMATION for STUDENTS

- On your first day at Chatham Grammar you will not need to bring your PE kit.
- Please make sure that you have an appropriate school bag and you bring with you your iPad [fully charged] and a pen or other stationery equipment.
- Unfortunately, you will not be able to have a locker [for at least the first six weeks at school] so all of your belongings must be kept with you at all times and kept in your school bag.

- The Lime Lounge at Chatham Grammar will only be open at lunchtimes so if you want to eat something at break time you must bring a snack with you.
- If you want to buy breakfast, you will have to order this on a weekly basis and place your order via Student Services. This must also be paid in advance on a weekly basis. Your breakfast order will then be delivered to your designated 'bubble' classroom each morning. Choices for breakfast are bacon/sausage roll or hash brown.
- All students can use the Lime Lounge at lunch time and those in receipt of free school meals will continue as normal.

## LESSONS

- The majority of your lessons will take place in your Year group 'bubble' zone.
- During your lessons you will be allocated a specific desk and you must remain in your seat at **ALL** times. Walking around the room or turning around is not allowed.
- You must use your own equipment at all times and not borrow equipment or pens from any other student. You must take all your possessions home at the end of the day.
- The behaviour policy encompasses the 'COVID 19 Secure Guidelines'.
- UKAT will adhere to a strict zero tolerance policy to safeguard all on site.
- Any behaviour, which poses a risk or compromises the safety and wellbeing of students or staff within the academy will be treated as a high-level behaviour incident. These could include ignoring social distancing protocols.
- Students failing to adhere to Covid behaviour protocols will be sent home **immediately** as there are no facilities for internal exclusions on site and high-risk behaviours of this nature may result in an exclusion.
- Covid behaviour expectation posters are displayed in every classroom at both academies.

## PROTECTIVE COVID MEASURES

- On a daily basis when you enter the Academy a member of staff will be taking your temperature using a non-contact digital thermometer and you will be asked to use the hand sanitiser. Please do not be alarmed by this as it is just a procedure to keep us all safe.
- You must go directly to your Year group bubble zone classroom, on entering your classroom a member of staff will ask you to clean your hands using hand sanitiser and use an anti-bacterial wipe to clean any equipment you have brought with you to the Academy.
- When you enter or leave your classroom you must use the hand sanitiser.
- You must also remember to wash your hands after going to the toilet.
- Your break and lunch times will be with your bubble group and you will be shown where these are by your Personal Tutor.
- Above all you must avoid physical contact with other students and staff, and remain 1 meter apart at all times.
- On entering and leaving the Academy please make sure that you distance yourself from other students and keep a meter away from them. **ONLY USE YOUR DESIGNATED ENTRY AND EXIT POINTS.**
- If you have to meet with siblings/friends to walk home, you must meet them **outside the school gates.**

## Travel Arrangements

- If you are walking to school, please ensure that you socially distance yourself from your friends – you should be walking a meter apart from them.

- If you use public transport to get to school, you must remember to use a face mask. This must be disposed of when you enter the Academy in the bins provided or keep in your bag.
- If you are picked up by Lewis Coaches, you must follow their instructions and wear a face mask for your journey.

Please try not to worry about returning to school, we know how different it is going to be but we have a lot of staff at Chatham Grammar who will be there to help you and show you where to go and tell you what to do, and when.

We look forward to seeing all of you in September and welcoming you to Chatham Grammar – we have truly missed you. We are also excited to welcome all our new students into the wonderful, and warm community of CG.

**UKAT POST 16 SIXTH FORM STUDENT INFORMATION  
PLEASE READ CAREFULLY**

	<b>BROMPTON ACADEMY SITE</b>	<b>CHATHAM GRAMMAR SITE</b>
<b>First day – Year 12</b>	02/09/20	02/09/20
<b>First day – Year 13</b>	03/09/20	03/09/20
<b>Daily entry/exit point</b>	Community Entrance (up to 9.00am) into Rutherford	Ash Tree Lane and St Augustine's Church
<b>Start time</b>	8.15 – 9am	8.15 – 9am
<b>Finish time</b>	3pm	14.55
<b>Breaktime/area</b>	11 – 11.15am Franklin Common room or Franklin courtyard	11 – 11.15am Sixth form Common room or Picnic area behind Sports Centre
<b>Lunchtime/area*</b>	12 – 1pm  Takeaway service at Community entrance Sixth Form Common Room and Franklin Courtyard	12 – 1pm  Sixth Form Common Room and Picnic area behind Sports Centre
<b>Location of bubble group</b>	R102 – R112	Stella Shaw building through middle staircase rooms R1 – R4, R5 & R8, 6 <sup>th</sup> form common room and study room

Sandwiches or cold food can be ordered from the Lime Lounge or BA Refectory on a daily basis – arrangements to be confirmed.

**UKAT Post 16 Minibus Service (between CG and BA and between BA and CG)**

Additional UKAT minibuses will be used to accommodate social distancing and Covid regulations for students travelling between sites for post 16 lessons. All students using this service will be required to wear face masks at all times.

Whilst building work continues at CG pick up and drop off point at CG will be behind the CG Sports Centre on the field. Pick up and drop off points at BA will be outside the BA Library by the main entrance.