

# Everyone Safe.

## Information for Parents and Carers

<p>Arrival and departure</p>	<ul style="list-style-type: none"> <li>• Staff will use their own entrance</li> <li>• Students will use bus bay but access the academy using different doors to access their zones</li> <li>• On arrival students will not be able to disembark their vehicles until a member of academy staff says it is safe to do so – to maintain social distancing</li> <li>• Hands will be sanitised prior to entering the building</li> <li>• Only one parent/carer to drop off and collect</li> <li>• No entry to the bus bay before the gates are opened by site services and parking marshals</li> <li>• Students go straight to their classrooms escorted by staff</li> <li>• One way system (keep to the left) in place</li> <li>• Students arriving to the academy outside of allocated times e.g. following a medical appointment must arrive via reception to be collected – hand wash facilities are available in reception</li> <li>• Registration will close at 09:45 and the attendance procedure will be followed</li> <li>• Hands will be sanitised when leaving the academy at home time</li> </ul>
<p>Distancing</p>	<ul style="list-style-type: none"> <li>• 2 meters between staff at all times</li> <li>• 2 meters between staff and students where possible (PPE is available for close contact work)</li> <li>• 2 meters between students at all times where possible</li> <li>• Professionals e.g. nurses to maintain 2 meters from staff and students where possible (PPE is available for close contact work)</li> <li>• Clear signage (including Makaton signage) used across the academy to promote social distancing</li> <li>• The academy has been split in to 3 zones at the Monkmoor campus, Mary Webb and Futures are also zones</li> <li>• In the event of a fire evacuation the evacuation will maintain social distancing where possible</li> </ul>
<p>Classroom</p>	<ul style="list-style-type: none"> <li>• Students to have the same desk each day</li> <li>• Students to have the coat peg each day</li> <li>• Classroom furniture arranged to allow for social distancing</li> <li>• Hand washing facilities available in each classroom</li> <li>• Hand sanitiser wipes are available for complex needs and PMLD students</li> <li>• Cleaning products available in each classroom for use throughout the day as part of the enhanced cleaning procedures</li> <li>• Classroom equipment, including manual handling equipment, to be disinfected after use</li> <li>• Rooms to be well ventilated</li> </ul>
<p>Hygiene</p>	<ul style="list-style-type: none"> <li>• Hand sanitiser available across the academy</li> <li>• Additional hand wash stations available on the playgrounds</li> <li>• Antibacterial hand wipes available</li> <li>• Contract cleaners employed 09:00-15:00 Monday-Friday to clean 'hotspots' throughout the day including toilets and hygiene rooms</li> </ul>

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	<ul style="list-style-type: none"> <li>• Cleaning products available in each classroom</li> <li>• PPE available for staff, and students, as appropriate</li> <li>• Site cleaning team onsite every day from 15:00 to 18:00</li> <li>• Resource will not be shared between zones</li> <li>• Staff and students to only use toilets within their zones</li> <li>• Classroom and hygiene waste will be double bagged before being disposed of</li> </ul>
<p>Break times</p>	<ul style="list-style-type: none"> <li>• Classes will be allocated their break time and/or space on the playground</li> <li>• Staff will be on duty and will encourage social distancing</li> <li>• Staff cannot mix with other zones and must supervise students from within in their zone</li> <li>• Extended lunchtime to allow for more sittings</li> <li>• PMLD students will eat lunch in their classrooms</li> <li>• Tables and chairs will be sanitised between use</li> <li>• Ensure handwashing before and after eating</li> <li>• No sharing food or drinks</li> </ul>
<p>Safe practices</p>	<ul style="list-style-type: none"> <li>• Students to have their own (labelled) drinks bottles</li> <li>• Furniture and 'hot spots' will be sanitised each day</li> <li>• Office staff and reception have protective screens, communication will be via telephone, radio and email</li> <li>• Students are permitted to bring in a water bottle, coat, lunch box medications and personal care items and changes of clothes/bibs no other resources can be bought in or out of the academy</li> <li>• Visiting professionals SALT and Physio's etc. will abide by the academy's risk assessment and follow the protective measures set out</li> <li>• Anyone showing any Covid symptoms is not allowed to attend the academy</li> <li>• Deep clean checklist implemented in the event the academy has a suspected case</li> <li>• The academy will evaluate and update the risk assessments as and when required, and as further guidance is received from the government</li> <li>• The academy will engage with Track and Trace where appropriate</li> <li>• Visitors to site will be discouraged, meetings will continue to take place online where appropriate</li> <li>• All maintenance will be completed outside of school hours, unless deemed urgent. The contractors will follow a contractor risk assessment</li> <li>• The academy will liaise with Public Health England and Shropshire Council in the event of a localised lockdown</li> <li>• The home-school book will be used and the communication tool between the academy and parents/cares, staff to ensure they have sanitised their hand before and after handling</li> </ul>