


## Working in partnership

### Return to School Guide

	The Academy	Parent/carer(s)	Pupils/Students
<b>What to Wear</b>	Staff in Pupil Services will have access to PPE should it be required.	Pupils/students are to wear suitable non-uniform clothes that can be washed daily. Please ensure their clothing has been washed and to avoid wearing the same clothes each day.	You can wear suitable non-uniform clothes. Please avoid wearing the same clothes each day.
<b>Symptom Checking &amp; Tracing</b>	Pupil Services will support your child if they become ill. Pupil Services will contact you immediately if unwell on site.	<p>Ensure that your child is free of any of the COVID-19 symptoms every day.</p> <p>You ensure you inform the Academy immediately if you/your child develops any COVID-19 related symptoms. You must self-isolate and request a test. If this is positive, self-isolate for a total of 14 days.</p> <p>You ensure you inform the Academy immediately if you receive a COVID-19 tracing notification. Individuals will be sent a letter detailing next steps.</p>	<p>You will tell your parent/guardian if you are feeling poorly and/or displaying any of the COVID-19 symptoms. You must self-isolate and request a test. If this is positive, self-isolate for a total of 14 days.</p> <p>You do not attend the Academy if you have any of the COVID-19 symptoms.</p> <p>You will not attend the Academy if someone in your family/home is displaying any of the COVID-19 symptoms</p> <p>If you develop a cough or temperature at school, tell your teacher so you can go to a room on your own until you can be collected to go home.</p>
<b>Before Arrival</b>	We will ensure the premises, particularly the high use areas, are cleaned and sanitised daily.	<p>If your child is going to be absent from school, please notify school before 8:30am on each day of absence, giving the reason for this.</p> <ul style="list-style-type: none"> <li>- If they have Covid-19 symptoms you should report absence by leaving a message on the absence line 020 7924 8200.</li> <li>- All other absences should be reported by email to <a href="mailto:attendance@arkbolingbrokeacademy.org">attendance@arkbolingbrokeacademy.org</a></li> </ul> <p>Ensure your child washes hands prior to leaving home.</p> <p>If using public transport, you ensure your child is aware of the guidelines and has a mask/face covering and sanitiser.</p>	<p>You will wash your hands prior to leaving home.</p> <p>If using public transport, you will follow the guidelines and wear a mask/face covering and use sanitiser.</p>
<b>On Arrival</b>	<p>We will have staff on each of the entrances on the first day/session (with bubble machines!) to welcome students into their bubbles.</p> <p>Staff will direct pupils/students to sanitise hands upon entry and ask them to line up in the guided areas respecting social distancing.</p>	You will ensure your child is aware of the arrival procedure.	<p>You will arrive on time. If you arrive early, please queue outside your entrance (see map) using the markings; one pupil/student per mark.</p> <ul style="list-style-type: none"> <li>- <b>Drama</b> – Belleville Road Gate, enter building via central doors</li> <li>- <b>Music</b> - Belleville Road Gate, enter building via fire doors next to Sports Hall</li> <li>- <b>Art &amp; Design</b> – Wakehurst Road Gate</li> <li>- <b>Computing</b> – Wakehurst Road, enter via main foyer and up Shepherd Wing Stairs</li> <li>- <b>KS5</b> - Wakehurst Road, enter via main foyer and up Central Stairs</li> <li>- <b>Applied Science</b> - Wakehurst Road, enter via main foyer and up Central Stairs</li> </ul> <p>You will be welcomed to your respective entrance by staff.</p> <p>Year 12 students and pupils/students attending Community Classrooms should sign in and out on InVentry</p> <p>You will sanitise your hands on entry as directed by staff</p> <p>You will be in one classroom for all lessons</p>
<b>Your School 'Session'</b>	<p>Teachers will register you upon entering class</p> <p>Teachers will place mobile phones in a single use paper bag which will be disposed once phones are handed back.</p> <p>Teachers will allow pupils/students to take bathroom breaks on a one in, one out basis.</p> <p>Teachers will fill water bottles as required.</p>	You will ensure your child is aware and understands the guidelines outlined.	<p>You will be in one classroom for your session.</p> <p>You will hand in your mobile phone, placing it in the bag provided. The usual mobile phone policy still exists.</p> <p>You can only leave the room with the teacher's permission</p> <p>You will be in your session for 1 or 2 hours. There will not be a designated break.</p>

			<p>Toilet breaks will be on a one in, one out basis. There will be a designated toilet for your 'bubble', do not use another toilet. You will not loiter or take longer than necessary. You will wash your hands for 20 seconds.</p> <p>You will bring your own water bottle, this will be filled by the teacher if required.</p> <p>You will leave the classroom one by one when dismissed by the teacher. You will follow the same route you came in to exit the Academy.</p>
<b>First aid</b>	First Aiders within Pupil Services will wear mask and gloves to ensure safety	You will ensure your child is aware and understands the guidelines outlined.	If you feel unwell you must tell your teacher. We can provide First Aid as usual.
<b>Fire Evacuation</b>	Fire Wardens are onsite and trained in the evacuation procedure keeping social distancing in mind	You will ensure your child is aware and understands the guidelines outlined.	You will leave the building by the nearest exit and following your teachers' instructions. You will transition on Wandsworth Common in your 'bubble'.
<b>Behaviour</b>	<p>Teachers will uphold current behaviour policy.</p> <p>Teachers will isolate students who are not abiding by behaviour policy from the session</p>	You will ensure your child is aware and understands the guidelines outlined.	<p>You will follow all instructions so that learning is uninterrupted and everyone is kept safe. If you do not, you will be isolated from your bubble for the remainder of the session and seen by a Core Team member.</p> <p>If a you spit or cough over another pupil or member of staff, you will receive a fixed term exclusion from on-site learning.</p>
<b>Additional permissions</b>	By signing the Reopening Guide, you are also agreeing you understand the guidelines and responsibilities set out above.		
	<p>Name Ms Edis</p> <p>Signature </p> <p>Date 13<sup>th</sup> June 2020</p>	<p>Name _____</p> <p>Signature _____</p> <p>Date _____</p>	<p>Name _____</p> <p>Signature _____</p> <p>Date _____</p>