

St Andrew's Academy information for Students and Parents/Carers August 2020

Dear Parents/Carers and Students,

We are looking forward to welcoming our students back to St Andrew's and I hope that this update finds you and your families all well.

The procedures described below are intended to mitigate against risk of the transmission of corona virus and provide an environment for all sections of our school community to be as safe as possible whilst providing a high-quality learning experience for our students.

These procedures have been informed by Renfrewshire Council and National Guidance and are intended to provide an understanding of the procedures that are in place.

Contents

Possible/Confirmed Covid Infection	2
Students with Underlying Health Issues or Increased Risk Profiles	2
Students Return from Countries which are Quarantined	2
General Mitigation Measures	2
Extra Curricular Activities	3
Uniform	3
Physical Education and Exercise	3
Enhanced Cleaning Provision	3
Students with ASN	3
Medical Emergency/First Aid	3
Food/Drink	3
Class Sizes	3
Grouping of Students/Classes/Year Groups	4
What to Bring to School	4
School Start and Finish Times	4
Phased Return/Induction of Students	4
What the School Day will Look Like	5
Student Travel to School	5
Start of School Day	5
Classroom Arrangements	5
Interval	5
Lunch	5
End of Day	6

Possible/Confirmed Covid Infection

No person who has any symptoms of Covid 19 should attend the school building. Any student or member of staff who starts to display symptoms will have to leave the building and seek medical advice. The parents/carers of any student who is displaying symptoms will be contacted and arrangements made for the student to be taken home. The student or member of staff will leave the building as soon as practically possible and in the intervening time will be in a designated isolation room. Students will be supported by a member of staff until someone comes to collect them.

Parents/carers must contact the school within 24 hours of the student leaving school to tell us if there has been a positive test.

Any confirmed cases will be notified to Renfrewshire Council and the Local Health board to ensure that Track and Trace procedures are enacted. We will follow the local authority direction for any communications with the school community.

Students with Underlying Health Issues or Increased Risk Profiles

The parents/carers of students who have an underlying health condition which is felt may increase their risk from Covid 19 should contact their medical professionals for advice on whether the student should attend school. The school and family can discuss what other mitigation actions could be taken to reduce the risk to the student.

Students Return from Countries which are Quarantined

Any students who have returned from a country which is on the list that means they must quarantine must complete the full 14 days of quarantine before coming back to school.

General Mitigation Measures

The one-way system has been revised and supplied to staff and will form part of the induction information shared with students when they return to school. There will be a refresh of the one-way signage. Students will be encouraged to keep to the left in corridors to allow for greater social distancing.

The current social distance signage will be changed to match the new guidance but will be kept at 2m for staff areas. Social distancing will be encouraged between students whenever possible, taking into account the size of the school/classrooms and large student role.

In classrooms a social distance spacing area for the teacher will be indicated on the floor.

All doors that can be safely left open will be. This reduces the number of times which surfaces are touched and improves ventilation.

The guidance from the Scottish Government says that face coverings do not routinely need to be worn by students. Students may wear a face covering if they wish and some students, for medical reasons, may be given advice that they should wear one.

Staff may wear a face covering if they wish.

The present allocation of staff and student toilets will be retained but limits may need to be placed on the maximum number of people that can be in a shared toilet area. This will be clearly signposted at the entrance to and within the toilets.

Lifts will continue to be for 1 person only unless the student needs support from an appropriate adult.

Fire evacuation procedures have been revised to give greater separation between year groups. Students will be told about the new arrangements during their induction day.

Parents should only come to school where there is a very strong requirement to do and where they have telephoned and made an appointment. It is very important that we reduce the number of people visiting the school. The majority of our communications will be over the telephone and by email.

The number of visitors and contractors coming to the school during the school day will be minimized.

Extra Curricular Activities

St Andrew's Academy has a long history of delivering a wide range of extra curricular and other activities for our students. We know how beneficial these are for students and add so much to their school life. As we adjust to the new procedures we will advise students when these activities will be restarting.

Uniform

Normal school uniform should be worn. Please ensure that all clothes are washed as often as possible.

Physical Education and Exercise

The guidance on Physical Education in school was published on Wednesday 5th August. It states that changing rooms cannot be used for students to change into PE kit and physical exercise should take place outside. Students will not be able to get changed for any physical exercise. If students were to come in PE kit and get soaked whilst outside they would not be able to get changed.

Students will not need to come in PE kit or bring PE kit until the 21st of August. Students will be able to go outside for a walk, supervised by staff, which will be good for their physical health and mental wellbeing. It allows them to catch up with friends and re-establish a higher level of social interaction with others in a controlled manner. The PE staff will be offering some other types of outdoor activity, such as rounders, that do not require students to get changed. For comfort, students may wish to wear trainers on these days or bring them in their bag to put on. As further guidance on PE comes out we will revise these procedures.

Enhanced Cleaning Provision

An enhanced cleaning provision is in place for during the school day. This will provide regular cleaning of touch surfaces, refilling sanitizers and checking/cleaning of all toilets.

Students with ASN

The re-opening of the school under these conditions will be challenging for all students but for some our students with an additional support need(s), this will be even more significant. Our support for learning department and pastoral team will contact families over the in-service days and the phased start to the school and discuss any additional support for coming back to school. If your child has an additional support need and you are concerned about the return to school please telephone the school.

Medical Emergency/First Aid

General first aid will still be provided by appropriately trained staff. Guidance has been provided for first aid arrangements for staff/students displaying Covid symptoms.

Food/Drink

Students should bring sufficient drinking water to school to last the day. Students who are unwell will be able to access drinking water. Students will be able to fill water bottles from the water coolers only at interval and lunchtime, but it would be best for students to have water to last the day.

Over the first couple of weeks of term there will not be a kitchen service before the start of school day and at interval.

The kitchen will not be serving hot food when we first return. There will be packed lunch for students with a free meal entitlement and those that want to buy a packed lunch. The cost is £2.60 and student should bring the correct money. For the first few weeks of term we would encourage as many students as possible to come with their own packed lunch. Students should not share food.

Class Sizes

St Andrew's Academy is a very large and busy school which limits the number of classrooms available to reduce class sizes. We will look to do so where we can but the guidance from Scottish Government states that this should not have an impact on the numbers of students who can attend or the amount of time that a student spends in school. Renfrewshire Council has increased the staffing allocated to schools to allow for a reduction in class size where possible and to support other learning and teaching activities.

Grouping of Students/Classes/Year Groups

Schools are asked to consider the grouping of students as a possible mitigation against the spread of Covid 19. We have done this as far as possible but if we are to offer a fulltime curriculum to all of our students, it is necessary for students and classes to move around the building. It would be impossible to deliver our curriculum in a high-quality way without student movement.

Students will need to play a full and responsible role in managing their risks and the risks to other. This will include following all guidance that it is designed to keep them safe.

Students and staff will pack up and clean up when there needs to be a change of classroom. Students will be given materials to clean their desk at start and end of their lesson. All cleaning materials have been risk assessed and are safe for secondary students to use. Students will be given guidance on cleaning their own desk during the Induction Process. We all have a vital role in helping to prevent the spread of this virus and this will need to include pupils and staff being responsible for cleaning the areas we use.

Classes in S1 and S2 will be grouped together by registration and practical class and will remain in these sections throughout the week.

If students in S3 upwards are to be given the subjects that they have chosen, then they will need to move classes during the course of the school day.

All year groups will have separate outside and inside areas to limit the contact between groups during the day and especially at interval and lunchtime.

What to Bring to School

Students should bring pencils, pens and other stationery. These should not be shared with other students. Students, if possible, may bring their own hand sanitiser so that they can sanitise their hands when they wish. There may be a greater percentage of outdoor learning so students should always bring a waterproof jacket with them. They should bring a packed lunch, unless buying a packed lunch from the canteen. Food and drink should not be shared.

School Start and Finish Times

The start and finish times will be as usual. Please note that the school building will not be open for students until 8.30am. Each year group will have a designated area in the school yard which will be clearly signed. Each year group will have a separate entrance into the school that will also be signed. When students come into the building, they will be sent to a year group area within the school. When the school day starts at 8.50am the students will be sent to their classes in a managed and staggered way. On entry to the building, all students should sanitise their hands There are hand sanitisers available at all entrances and throughout the school.

Phased Return/Induction of Students

As part of the phased return for students, there will be induction programs for each year group.

This will include information on :-

- Emergency Evacuation Procedures
- Transport
- Entry and exit to the building procedures
- Interval and Lunch
- Timetables
- Expectations of student behaviour, with regard to covid risks and mitigation procedures will be explained to students. Students who are not able to follow the guidance to ensure that they are not a risk to themselves or other members of school community, may not be able to attend school and other measures to support their learning will be put in place.
- One-way system
- Behaviour in the school community
- Classroom procedures, including sanitisation and appropriate cleaning
- Health and Wellbeing support

What the School Day will Look Like

Student Travel to School

- Students are encouraged to be active in their travel to school e.g. walk, cycle etc
- Students on the school buses will need to follow the guidance from the council. Information on school transport guidance to be shared with pupils and parents as part of the induction process. Students who fail to follow this guidance may have their right to travel on the school bus removed.
- Parents should not drop off or pick up in the school grounds. The old bus bay on Hawkhead road, near the rear pedestrian entrance, should be used for this. Please do not part on Ben Nevis Road.

Start of School Day

- School building does not open for students until **8.30am**.
- Students will sanitise hands upon entry.
- Designated entry points for each year group. Automatic hand sanitisers at these points and an extra manual one to speed up entry. Designated school yard areas for each year group where students will wait prior to 8.30am. If students enter school after 8.30am they will be directed to designated areas in the school as indicated below.
- S5/6 to go straight to class.
- S1 and S4 in social space at opposite ends.
- S2 and S3 will be at opposite ends of large games hall
- Staff will be in social space/games hall to supervise students.
- Bell will ring at 8.50. Controlled and staggered dismissal of each year group by staff from each area.

Classroom Arrangements

- Students and staff should be instructed to keep bags on the floor and not on their desks or worktops.
- Students and staff can take books and other resources home, although unnecessary resource sharing including textbooks should be avoided, especially where this does not contribute to education and development.
- Students should remain at their desks and not change to another desk during the lesson.
- The number of students leaving the class will have to be limited. Students will not be able to leave class to fill water bottles. Parents will be advised to send students to school with enough water to last the day. Any student who leaves the class to go to toilet will be reminded to wash/sanitise hands.
- 2 bells at end of period. At the first bell students will: **Pack up and clean up.**
- If students are leaving the classroom then desks will need to be cleaned. Students will have instruction on safe and effective cleaning of desks. Cleaning and sanitisation materials will be in all classrooms. Staff will direct and support this cleaning. Only by all of us helping can we try and keep all of us as safe as possible.
- Student to be instructed to follow one way system and walk down left of corridors to allow staff to maintain social distancing. This helps to keep everyone safe.
- Students to sanitise their desk upon arrival at next class.

Interval

- There will be no food service from the kitchen at morning interval for the first two weeks of term, whilst we are returning to school. We will keep this under constant review and if we can safely introduce this service sooner, we will.
- The same outside and indoors areas will be available for students as were at the start of the day, except S5 can use side gym and S6 can use area behind stage and foyer or go straight to next class.
- When bell rings, same arrangements as start of day with students sanitising hands on way to class.

Lunch

- Same designated areas for year groups.
- S1 students should not leave the school grounds.
- There will be some seating available for students in their designated areas. Students will be able to go outside to their designated outdoor year areas
- For the first few weeks of term there will only be a packed lunch available from the kitchen. There will be packed lunch for students with a free meal entitlement and those that want to buy a packed lunch. The

cost is £2.60 and student should bring the correct money. For the first few weeks of term we would encourage as many students as possible to come with their own packed lunch.

- There will be no queueing for packed lunches. Each year group will be sent one at a time by supervising staff to collect lunch.
- All students put own waste in bins.
- At end of lunch students dismissed to class as per arrangements at start of day. They will sanitise hands on the way to class.

End of Day

- Students will be dismissed from school in a staggered fashion, via their dedicated exit points and will sanitise their hands as they leave.

These arrangements will be kept under continuous review, feedback from students, parents/carers and staff will be welcome and valued. The arrangements will be reviewed with any change in National or Local Guidance.

I know that there is a great detail of information contained in this update, but I hope that you find it useful. Please contact the school, via email or telephone, if you have any issues that you would wish to raise.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Kevin Henry'.

Kevin Henry
Head Teacher