



## The Petchey Academy

### Returning to school in September - what families need to know

<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>● Attendance at school in September is mandatory for <b>all</b> children</li> <li>● The government's, and the academy's expectation is that EVERY student returns to school in September from the first day of term.</li> <li>● The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low.</li> <li>● Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development.</li> <li>● Students who do not attend without a valid reason, i.e. illness, quarantine will be recorded as an Unauthorised Absence. Parents may be fined for repeated unauthorised absences.</li> </ul>
<p><b>Face masks</b></p>	<p>In order to help us to minimise the risk of any infection and to protect our school community, <b>ALL students and staff will be expected to wear a face mask in communal areas of the school.</b></p> <ul style="list-style-type: none"> <li>● We do not expect students to wear them in their lessons.</li> <li>● <b>The school will not be providing masks to students so students must bring their own and carry a spare mask in their school bag.</b></li> </ul>
<p><b>Safety &amp; Hygiene</b></p>	<ul style="list-style-type: none"> <li>● We are putting an extensive range of measures in place to ensure that students and staff can return as safely as possible.</li> <li>● Essential measures include, but are not limited to:             <ul style="list-style-type: none"> <li>○ Staggered break and lunch times</li> <li>○ Separate academy entry and exit points for year groups</li> <li>○ ensuring good respiratory hygiene by</li> </ul> </li> </ul>

	<p>promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>○ enhanced cleaning arrangements, including cleaning frequently touched surfaces with sanitiser</li> <li>○ minimising contact between individuals and maintain social distancing wherever possible</li> <li>○ robust hand hygiene protocols</li> <li>○ sanitising stations throughout</li> <li>○ active engagement with NHS Test and Trace</li> <li>○ One way systems in place to reduce the potential for contact</li> </ul> <ul style="list-style-type: none"> <li>● Ensuring that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is isolated and sent home.</li> </ul>
<p><b>Response to any infection</b></p>	<p>Should there be any cases of Covid-19 within the academy community, we will be follow the government guidelines as laid out in sections 8, 9 and 10 of this document:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</a></p> <p>These measures include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Engage with the NHS Test and Trace process.</li> <li>● Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>● Contain any outbreak by following local health protection team advice.</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>Parents/carers should also understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>● book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if</li> </ul>

	<p>using a home testing kit</p> <ul style="list-style-type: none"> <li>● provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>● self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)</li> </ul>
<p><b>Mobile Phones</b></p>	<p>In light of the Covid-19 Pandemic, associated risks and the disruption to travel, from September 2020 students may bring a mobile phone to the academy for the purpose of keeping safe.</p> <p>The phone <b>MUST</b> be switched off throughout the day and kept out of sight at all times.</p> <p>In the event that students do not follow these simple rules, phones will be confiscated and parents/carers asked to collect the phone at the end of the week.</p> <p>This temporary amendment to the policy will be reviewed in October 2020.</p> <p>Parents/Carers must ensure they have read the Acceptable Use policy before their child brings the phone to school. This will be sent out on or before Friday 4th September.</p> <p>*The Petchey Academy does not accept responsibility for the loss, damage or theft of mobile phones*</p>
<p><b>Expectations related to COVID-19</b></p>	<p>The Petchey Academy will continue to apply the Behaviour for Learning Policy under revised arrangements for Covid-19.</p> <p>While students are expected to continue to adhere to the principles set put in the Home/Academy Agreement, students should be mindful of the following expectations:</p> <ul style="list-style-type: none"> <li>● Follow any altered routines for arriving to or leaving from the academy</li> <li>● Follow instructions on hygiene e.g handwashing and sanitising.</li> <li>● Follow instructions on who students can interact with at the academy</li> <li>● Follow instructions on moving around the academy, including one way systems and</li> </ul>

	<p>queuing</p> <ul style="list-style-type: none"> <li>● Remember expectations around coughing and sneezing use “Catch it”, “Bin it” and “Kill it”</li> <li>● Immediately report any symptoms of Coronavirus to your tutor or one of your teachers</li> <li>● Follow social distancing rules at all times</li> <li>● Do not share equipment, food or water bottles.</li> <li>● Follow instructions for accessing toilets</li> <li>● Abide by clear rules related to coughing or spitting at or on another person*</li> </ul> <p>*If a student is seen <b>deliberately</b> coughing or spitting at or on another person, this behaviour will be treated as an act of violent or abusive behaviour and sanctioned accordingly under Section 2.1.13 (Serious Breaches and Exclusion) of the Behaviour for Learning policy.</p> <p>Students will be informed of these new expectations for behaviour on the first day of term</p> <p><b>Parents/Carers</b> Parents and carers are expected to support the academy by ensuring that their child understands and follows these new rules.</p> <p>Parents and carers must also:</p> <ul style="list-style-type: none"> <li>● Agree that if anyone in their household shows symptoms of COVID-19, they will not send them to school, they will self-isolate for 14 days as a family, get them tested and inform school ASAP.</li> <li>● Understand that they cannot come in to school and adhere to the 1 metre social distancing rules if collecting or dropping off a child.</li> <li>● Ensure their child washes their hands before leaving home.</li> <li>● Read all emails and text messages sent home and respond promptly</li> <li>● Provide up to date emergency contacts details.</li> </ul>
<p><b>Uniform &amp; Personal Presentation</b></p>	<ul style="list-style-type: none"> <li>● Full and correct school uniform must be worn every day unless students have PE that day.*</li> <li>● Students will need to wear their PE kit to and from school on those days only (to avoid students having to change in the changing rooms)</li> <li>● Hijabs and turbans should be plain black</li> <li>● Hair should be a natural colour and hairbands/clips must be plain black</li> <li>● One plain gold or silver stud in each lobe. No other facial piercings are permitted.</li> </ul>

	<ul style="list-style-type: none"> <li>● Eyebrows should have no shavings, markings or highlighting.</li> <li>● No false eyelashes.</li> <li>● No false nails or nail varnish - even natural colours</li> <li>● Shoes must be plain black with no trimmings or embellishments</li> <li>● Students may wear a face covering or mask if they wish. The Academy does not provide these.</li> </ul> <p>*We understand that some items may not be available in the uniform shop, please do send your child to school with a note if this is the case.</p>
<b>Times of the Day</b>	<ul style="list-style-type: none"> <li>● School starts with Morning Line-Up &amp; Tutor Time/Assembly at 8.30am - students should arrive by 8.20am.</li> <li>● There are 6 lessons during the day, each is 50 minutes long.</li> <li>● Lessons finish at 3.10pm</li> </ul>
<b>School Lunch</b>	<ul style="list-style-type: none"> <li>● A hot lunch will be provided to students and social distancing respected when queuing and eating.</li> </ul>
<b>Student Wellbeing</b>	<ul style="list-style-type: none"> <li>● Student wellbeing is paramount at the academy and we understand that some may need some additional support to help them to adjust after such a long time out of school.</li> <li>● The academy is planning a range of support mechanisms to help students in September including, but not limited to, <ul style="list-style-type: none"> <li>○ Extended daily Tutor Time</li> <li>○ 1:1 sessions with Tutors for each student</li> <li>○ support sessions with year teams</li> <li>○ A number of ASPACE counselling appointments are available in school 5 days a week</li> <li>○ Drop in sessions with Young Hackney</li> </ul> </li> </ul>
<b>Reporting Absence</b>	<p>If your child is ill the absence must be reported to the Attendance Officer on the first day of absence before 8.15am by telephone or email. Any further absences must be reported every day.</p> <p>To report a student absence call the Absence Officer on 0207 2751546 or email <a href="mailto:absent@petcheyacademy.org.uk">absent@petcheyacademy.org.uk</a></p> <p><b>Please ensure you leave a clear message including:</b></p>

	<ul style="list-style-type: none"> <li>● Child's name, year group and class</li> <li>● Reason for absence INCLUDING SPECIFIC DETAILS OF ANY SYMPTOMS</li> <li>● When you expect them to return to school</li> </ul> <p>Any requests for leave for medical appointments must be accompanied by an appointment card or letter otherwise the absence will be recorded as unauthorised. It is the responsibility of every parent and carer to ensure that their child attends school every day. Repeated unauthorised absences will be followed up and penalties incurred.</p>
<b>Public Transport</b>	<ul style="list-style-type: none"> <li>● If travelling to school on public transport, all passengers over the age of 11 must wear a face mask.</li> <li>● TFL may be revoking free travel for under 18s for some students in October so please keep an eye the TFL website if your child uses public transport to get to school.</li> </ul>
<b>Collecting your child</b>	<ul style="list-style-type: none"> <li>● If collecting or dropping off your child please adhere to the 1 metre social distancing rules</li> <li>● To keep everyone safe, parents and carers may not enter the academy premises without an appointment.</li> </ul>
<b>Clubs &amp; Extra-Curricular provision</b>	<ul style="list-style-type: none"> <li>● To minimise risk and reduce exposure there will be no after school clubs until further notice.</li> <li>● The academy will work towards providing enrichment for students during lunch times.</li> </ul>
<b>What can I do now?</b>	<ul style="list-style-type: none"> <li>● Please read through all of the above with your child to ensure that you both understand what you need to do, and what the academy is doing to ensure a safe return for everyone in September.</li> <li>● Full government guidance can be found here:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> </li> </ul>