



SBL Academy

SEPTEMBER 2020 OPERATING PROCEDURES

The following arrangements and procedures will be in place in September 2020 to support the return to school for all students. Please also see attached map of the site, paying particular attention to entry points for year groups:

Aspect	New arrangement/procedure
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis). Teachers will move around groups to enable specialist teaching to continue. Teachers will teach their normal timetable.
Behaviour	Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control. Students will receive a reminder of this during our Tutor sessions on induction days.
Circulation around the building	Students will stay in the same 'zone' unless they are moving to a specialist room, such as a science lab. Each Zone has allocated toilets and support staff available if required. Each Zone has designated and separate playground space.
Break and lunch time	Students will remain in their Zone and distinct groups when outside and different groups of students will not play sports or games together. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of students using it and multiple groups of students do not use it simultaneously.
School uniform	Students are required to wear their school uniform. Students with long hair should have it tied back at all times. On the days when they have PE they should wear their PE kit to school as the PE changing rooms will be out of use. Please bring an additional set of sportswear in case of bad weather.
Equipment	We are limiting the items that students bring in from home each day to essentials such as lunch boxes, hats, coats, stationery. Bags are allowed. Pencil cases should be made of a material that is easily cleaned e.g. metal or plastic. They should not wear any item that they would need to remove for PE such as jewellery or a watch. Mobile phones must be off, put away and not seen in school as per our policy.
Resources	Students will not share resources in school outside of their bubble and items will be cleaned between use by different bubbles. Items that are difficult to clean will be removed from classrooms.
Food	Students can bring in their own packed lunch or purchase food from our catering service. Food will be delivered to each Zone. We are currently looking at a process where food purchases are pre-booked online and then delivered to students in their Zones. We will not be using our dining halls at lunch or break times. Free school meals will be provided as normal.

Drink	Students should bring a named water bottle into school, which they will be able to re-fill at specified times.
Hygiene arrangements	We expect students to wash hands or use hand sanitiser frequently and when asked to do so. It is advised that they also bring their own small supply of hand sanitiser with them. There will be hand-sanitisers in each Zone.
Cleaning arrangements	Specialist facilities/classrooms and equipment will be cleaned between use by bubbles. Cleaners on site will regularly clean contact/touch points around each Zone.
First aid and sickness arrangements	First Aid: there is a process in place to support students who are in need of first aid. This will be conducted by trained staff who will be wearing PPE. If students are unwell (non-covid-19), they will be placed in a suitable room/space and monitored whilst parents/carers are contacted. Collection will be from the reception in Sports hall. For suspected Covid-19 related illness, we have an appropriate isolation room and staff supporting will be wearing full PPE.
Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after students who are ill will use PPE, however
Attendance	From September 2020, the normal attendance regulations will apply and students are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the Academy attendance office as per normal absence@sblonline.org.uk or 0117 456 5900 Option 1
Parental contact	Parents/carers are asked not to come to the school building and to make contact via email or phone. We will temporarily relocate our Reception to the Sports Centre. This will help us to create a protective bubble around the school to ensure we can limit the risk of infection from those outside our school. With that in mind, it is important to remember that we will not be accepting visitors on to site for meetings etc. All meetings for the first 2 terms at least will be conducted remotely, as they have been for the last few months. Reception will be open for any items students may have forgotten to be dropped off, students to be picked up for medical appointments or when ill etc, but we will not be hosting meetings on site with parents/carers except in the most exceptional circumstances. I would ask that you please adhere to this and support us to keep the school environment safe and easier for us to manage. We will not be able to meet with people that arrive at reception in the hope of getting to see a member of staff.
Transport	Students using public or school transport will be required to adhere to the rules regarding the wearing of face masks. Students should bring a plastic bag with them to store the face mask during the day. This should be kept in their school bag at all times throughout the day.
Other travel arrangements	Students can travel to school by bicycle and storage will be available. They should bring their own lock and must accept liability for the safety of their bicycle whilst on the school premises. Parents/carers who bring their children to school are asked to drop

	off and collect at a safe distance from the school entrance and to respect social distancing guidelines whilst doing so. Due to the nature of our site and adjoining roads, please arrange a safe location to pick up your child in relation to their designated exit gate.
Other visitors	Volunteers and other adults are permitted to work in schools from September, subject to observing the regulations in place for safeguarding and infection control

Specific procedures we will follow when children or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste OR they have tested positive for coronavirus in the last 7 days.

Those affected must follow government stay at home guidance as follows:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that if anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. Specific school arrangements can be found in the school operating plans.

If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive

Children aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.

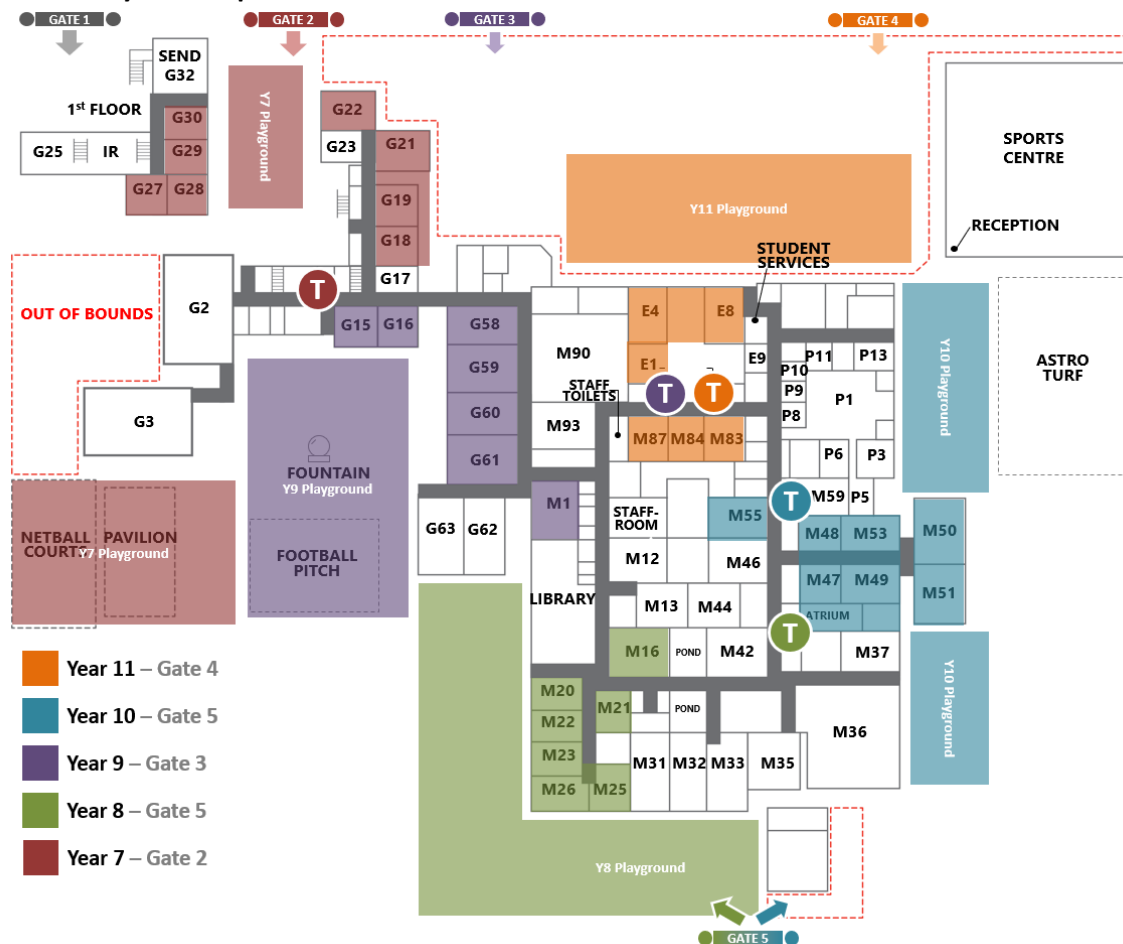
Notifying parents of changes to provision or procedures

Parents and carers should be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be possible that we will have to close some or all provision at very short notice and if this is the case we will notify you by using our normal communication method.

Support for students learning at home

If a student has been advised to shield by a medical practitioner and is unable to come into school, we will continue to provide education remotely for him/her using our virtual learning platform. In the event of a further lockdown, or if a child or bubble is required to isolate at home, we will switch learning to this platform for the duration of the lockdown or isolation period.

SBL Academy Site-Map



Mr D Anderson, Principal July 2020