



Information for students returning to Tile Cross Academy in September 2020

Government Guidance

The Department for Education issued guidance on the 2nd of July 2020 and this can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

The guidance gives clear instructions on attendance at school and arrangements schools should consider putting in place, but it also acknowledges that every school is different and leaves some organisational decisions to school leaders. The information and changes to school routines detailed in this document are all in line and in some cases above and beyond with this guidance.

Attendance – It is really important that from September students attend school regularly. Attendance will continue to be tracked and monitored in the usual ways. There is a strong link between regular attendance and success at school. We hope that you will work with us to ensure that your child attends school regularly and on time. An addendum to our Attendance Policy can be found in Appendix ONE of this document and via our website online.

Should My Child Attend School?

It is clear from September, as long as there are no further announcements to the contrary all students are expected to return to school.

Shielding for adults and children came to an end on the 1st of August. This means that even the small number of students who were shielding can return to their setting, as can those who have family members that have also been shielding.

If rates of disease were to rise in local areas, children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent and will continue with their remote learning.

Children who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

If you have any concerns regarding starting back at school in September or if your child is unable to attend school because they are complying with clinical or public health advice, please contact their Head of House with the details. Details of each Head of House can be found below:

- **Mr Ubhie – Central House: g.ubhie@tilecrossacademy.com**
- **Mrs Kuku – International House: l.kuku@tilecrossacademy.com**
- **Mrs Gascoyne – Kenrick House: m.gascoyne@tilecrossacademy.com**
- **Miss Stedmon – Martineau House – j.stedmon@tilecrossacademy.com**

Each Head of House can be contactable by e-mail and from 1st September can be accessed via telephone on the regular school phone number

Illness and Coronavirus Symptoms

Students should not attend school if they have coronavirus symptoms or have tested positive in the last 7 days.

If any student becomes unwell during the day with a new continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell, parents will be contacted and they must immediately be collected from school. They will be advised that they must self-isolate for at least 7 days and must make arrangements 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.

After a Test - If the test is Negative

A negative test result means a low risk of having coronavirus.

Other members of the household can stop self-isolating. If the student feels well and no longer has symptoms similar to coronavirus, they can stop self-isolating and return to school. If the student still feels unwell they could have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people and they should remain at home until they are better.

Please inform your child's Head of House if your child has had a negative test and bring the confirmation to school when they return.

After a Test - If the test is Positive

A positive test result means that when they took the test, the student had coronavirus.

They must continue to self-isolate for at least 7 days from the onset of their symptoms and then return back to school only if they do not have symptoms other than a cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days).

Please inform your child's Head of House if your child or anyone in the household has had a positive test and bring the confirmation to school when they return.

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- A high temperature-this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough-this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste-this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Please inform your Head of House if your child or anyone in the household has had a positive test. You will need to provide details of anyone they have been in close contact with if asked by NHS Test and Trace. Your child's name will be kept confidential but the academy must notify the local health protection team.

Over the coming months we will need to track attendance very carefully to ensure our whole school community remains safe. Our staff will make regular phone calls to students who are absent to try to determine if it is related to Covid symptoms. Please work with us during this time to ensure we follow all procedures and protocols.

Start of Term Arrangements

To support with the safe return to school for our students in September, we have made some adjustments to the start of the academic year. Year groups will begin a gradual phased return to school to support us in welcoming back each Year group properly. **Please note the following important changes:**

Year Group	Start Back to School Date	Start Time
Year 7	Friday 4 th September	Year 7 – 8.40am - <i>via Sports Hall Gate</i>
Year 8 & Year 11	Monday 7 th September	Year 8 – 8.40am - <i>via Main Entrance Doors</i> Year 11 – 9.00am - <i>via Main Entrance Doors</i>
Year 9 & 10	Wednesday 9 th September	Year 9 – 8.50am - <i>via Sports Hall Gate</i> Year 10 – 8.50am - <i>via Main Entrance Doors</i>

When students do return to school, things will feel very different. With our phased return we want to ensure each year group has been properly inducted into our new procedures and give them a chance to spend time together and ask any questions they may have.

Year Group Bubbles (Year Groups 7 - 11)

Minimising contacts and mixing between people reduces the transmission of coronavirus. In September all students will be taught in "Year Group Bubbles" and where possible these Bubbles will not mix with other Year Groups.

Each year group will be allocated an area of the school and separated into individual tutor groups. The majority of student's lessons will be taught within one classroom and teachers will move around the school to ensure lessons can operate as normal. Some subjects need specialist equipment to deliver the curriculum such as PE, D&T etc. so there will be occasions when students will move to specialist teaching rooms for their lessons. In line with the guidance, students will be seated in pairs facing the front. Teachers will social distance from all students' & adults.

This model will allow us to teach a broad curriculum where the majority of student's lessons can still operate as normal. An outline of the Year Group Bubble plan can be seen below.



Year 7



Year 8



Year 7 & 8 Bubbles will be split into 4 tutor groups per Year Group. They will be allocated teaching areas in different parts of the school. Students will remain in these teaching spaces for English, Maths, Science, Humanities, MFL & Art. Students will move to specialist teaching areas for PE, D&T, Music and occasionally to undertake teacher led Science experiments

Year 9

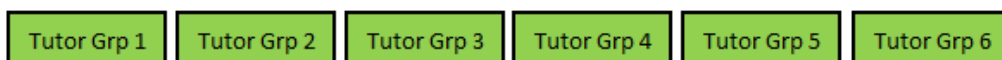


Year 9 Bubble will be split into 5 tutor groups per Year Group. They will be allocated teaching areas in different parts of the school. Students will remain in these teaching spaces for English, Maths, Science, Humanities & MFL. Students will move to specialist teaching areas for their chosen Option A subject, PE and occasionally to undertake teacher led Science experiments

Year 10



Year 11



Year 10 & 11 Bubbles will be split into 6 tutor groups per Year Group. They will be allocated teaching areas in different parts of the school. Students will remain in these teaching spaces for English, Maths, Science, Humanities & MFL. Students will move to specialist teaching areas for their chosen Option A, B & C subjects, PE and occasionally to undertake teacher led Science experiments

Staggered Start and Finish Times

In order to keep students distanced at the start and end of the day we have created staggered timings and different entrances and exits to and from the school site.

Year Group	Start of Day		End of Day	
	Entrance Time	Entrance Gate	Dismissal Time	Dismissal Gate
Year 7	8.40am	Sports Hall Gate	2.40pm	Sports Hall Gate
Year 8	8.40am	Main Entrance	2.40pm	Main Entrance
Year 9	8.50am	Sports Hall Gate	2.50pm	Sports Hall Gate
Year 10	8.50am	Main Entrance	2.50pm	Main Entrance
Year 11	9.00am	Main Entrance	3.00pm	Main Entrance

It is important that students follow these timings carefully to ensure they do not gather at the front of the school. Students will only be allowed to enter the school when they are asked to do so by a member of staff. They must sanitise their hands on entrance and go directly to their Year group Bubble base. Students must not mix at the school gates or on the pavements where possible. At the end of the day students will not be allowed to wait for other pupils in other Year groups and must make their way home immediately after dismissal.

During the first week of school the staggered start and finish times will be reviewed and may be changed to alter timings of arrival and dismissal.

Corridors

Passing in the corridors is considered low risk; however we will be limiting the amount of movement time within the school day. Where possible students will be taught in the same classrooms, and where this is not possible will only move to another classroom for selected subjects. There will be a one way system in place, and clear markings on the floors to keep social distancing measures in place. **Students must follow these instructions carefully.**

Toilets

Toilets will only be accessible at key times of the day during break and lunch times. Toilets will be cleaned regularly throughout the day. Students must wash their hands thoroughly for 20 seconds whenever they use the toilet. Posters are displayed to reinforce this. Students must not wait or gather around toilets including during lunchtimes.

Classrooms

Students will spend the majority of their time in Year Group areas but will move occasionally to accesses targeted subjects. Desks will be arranged so that students sit side by side facing towards the front, rather than in groups facing each other. Students will be expected to use hand sanitiser whenever they change classrooms. They should also have tissues in their pocket to catch a sneeze or cough, and ensure this goes in a bin immediately. Tissues will be available in classrooms for those that do not have one. A teacher space will be created in each classroom and it is vital that students to not cross these markings.

Timetable and Break & Lunchtime

A special time table has been created to allow students to access their normal curriculum and have time available for morning break and lunch. Timings will be different across the school to ensure Year group bubbles are kept separate. **A sample of the new timetable can be seen below:**

Morning break will last 20 minutes and students will have access to some outside spaces and be able to purchase light snacks from key areas of the school.

Lunch time will last 30 minutes where a wide selection of hot and cold food will be served in the main canteen as well as students having access to some outside spaces.

IMPORTANT: Tile Cross Academy will be going cashless in school. Students will not be able to pay in cash, and the cash top-up machines are no longer in use. Parents must top-up their child's account using ParentPay – see more details regarding going Cashless in [Appendix TWO](#) of this booklet and via our website.

	Arrival & Form 8.40am - 9.20am	Period 1 - 60mins 9.20am - 10.20am	Period 2 & Break - 1hr 15mins 10.20am - 11.35am			Period 3 - 65mins 11.35am - 12.40pm	Period 4 - 65mins 12.40pm - 1.45pm	Period 5 - 55mins 1.45pm - 3.00pm	Dismissal 2.40pm - 3.00pm	
Year 7	8.40am ARRIVAL VIA KENRICK Form	Lesson 1	Lesson 2 - 25mins	Break - 20mins	Lesson 2 - 30mins	Lesson 3 - 65mins	Lunch - 30mins	Lesson 4 - 35mins	Lesson 5 - 55mins	2.40pm DISMISSAL VIA KENRICK
Year 8	8.40am ARRIVAL VIA RECEPTION Form	Lesson 1	Break - 20mins	Lesson 2 - 55mins	Lunch - 30mins	Lesson 3 - 35mins	Lesson 4 - 65mins	Lesson 5 - 55mins	2.40pm DISMISSAL VIA RECEPTION	
Year 9	8.50am ARRIVAL VIA KENRICK Form	Lesson 1	Lesson 2 - 55mins	Break - 20mins	Lesson 3 - 65mins	Lesson 4 - 35mins	Lunch - 30mins	Lesson - 65mins	2.50pm DISMISSAL VIA KENRICK	
Year 10	8.50am ARRIVAL VIA RECEPTION Form	Lesson 1	Break - 20mins	Lesson 2 - 55mins	Lesson 3 - 35mins	Lunch - 30mins	Lesson 4 - 65mins	Lesson 5 - 65mins	2.50pm DISMISSAL VIA RECEPTION	
Year 11	9.00am ARRIVAL VIA RECEPTION Form	Lesson 1	Lesson 2 - 55mins	Break - 20mins	Lesson 3 - 65mins	Lesson 4 - 65mins	Lunch - 30mins	Lesson 5 - 45mins	3.00pm DISMISSAL VIA RECEPTION	

Uniform & Uniform Hygiene

Students are expected to be in full school uniform when school reopens in September except for the days that PE takes place – **see below**. Details of our school uniform requirements were sent to all families before the summer break and can be found in [Appendix THREE](#) at the rear of this information booklet and on our website.

Uniform Hygiene - Keeping Uniforms clean over the coming months is very important and it is vital they are washed even more frequently than normal. Where possible students should wear a clean school shirt, trousers/skirt each day. Blazers, Ties, Jumpers etc should ideally be washed each week and left over the weekend to dry.

PE & PE Kit

We recognise that students need to be active, and given the opportunity to undertake PE lessons. Students will be asked to come into school in their PE Kit on the days that they have PE timetabled. We have altered the timetable to allow for students in each Year group to wear their PE kit to school on the following days:

Year Group	PE Days
Year 7	Mondays
Year 8	Thursdays
Year 9	Wednesdays

Year Group	PE Days
Year 10	Tuesdays
Year 11	Fridays

What Should Students Bring to School?

Everyone should have tissues in their pocket to catch a sneeze or cough. Students are also encouraged to bring a bottle of water in each day that they can top up in the canteen during their lunch break only.

Students will be provided with a pencil case and equipment on their first day that will remain at school over the coming weeks. If students do bring in items of equipment into school they must not share these items with other students.

The school will store student exercise books and provide text books or photocopies where needed. Students should actively avoid bringing in and taking home non-essential items. Books will not go home apart from the school planner which should be brought into school daily.

Behaviour in School

Students will be expected to follow the Behaviour for Learning Policy as outlined on our website. Normal high standards will have to be increased from September not only to ensure student and staff safety but also to ensure that absolutely no learning is lost as a result of poor behaviour.

An addendum to our Behaviour for Learning Policy can be found in [Appendix FOUR](#) of this document and via our website online.

Enhanced Hygiene and Cleaning

The school has increased cleaning provision. The use of hand sanitiser will be used regularly along with increased hand washing for all students and staff. It will soon become routine for students to sanitise their hands as they enter school, during lessons, at the start and end of breaks and lunches and after visiting the toilets. Extra external sinks have been situated at the side of the canteen to support in cleaning hands more regularly. Hand sanitiser will be available in all classroom environments and at key points throughout the school

More details on how the school site is minimising the risk of transmission can be viewed in our school risk assessment via our website.

Face coverings

Guidance has recently been updated and published by the Department for Education on Wednesday 26th August 2020 regarding the wearing of face coverings in schools and can be found at this link:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

At this time it will remain voluntary for students at Tile Cross to wear face coverings in school. This means students in all year groups can choose to wear face coverings in corridors and on the playgrounds at break and lunch. **All face coverings must be removed when entering classrooms and will not be allowed to be worn during lessons.** Face coverings in classrooms are not required as protective measures are already in place and they will inhibit learning and communication. **Face coverings must be plain in colour and can be in the form of a disposable or reusable cloth design. Patterned, personalised or offensive face coverings will not be allowed in school.** Face coverings cannot be provided by the school.



Example of a Disposable Face Covering



Example of a Plain Coloured Reusable Face Covering

Face coverings are only effective if they are used and handled in the correct way. Safe wearing of face coverings requires sanitising and cleansing of hands before and after touching – including to remove or putting them on. Between each use face coverings must be disposed of in bins or stored safely in individual, sealable plastic bags. Face coverings must never be shared. At the end of each day please ensure disposable face masks are thrown away in a bin and reusable masks are thoroughly washed and dried. **Please discuss with your child how to use face coverings correctly before their return.**

The wearing of face masks will become compulsory in corridors and on playgrounds at break and lunch if local restrictions are put in place. We will keep you fully informed if this is required.

GETTING TO AND FROM SCHOOL

Students Arriving by Vehicle

Vehicles drivers are asked to park sensibly in local areas. Parents are asked to remain in their vehicles. There is a lot of traffic at this time of day and the local council are encouraging parents to park legally well away from school sites and students walk the last part of their journey to school.

Drivers should be advised to anticipate more pedestrians and cyclists than usual, restrict speeds and avoid parking on (or partially on) pavements.

Students Walking or Cycling

Student should be encouraged where possible to walk or cycling to school. Bike sheds are available to store students bikes safely in the main car park – students must bring a lock and chain to school to secure their property properly.

Students Arriving by Public Transport

Some students have no option but to use public transport, but where possible this should be avoided. Students arriving by bus should wear face coverings during the entirety of their journey and bring with them suitable storage for their face covering, such as a sealable food bag. There will be bins for temporary face coverings and on entrance to school for the disposal of their PPE on arrival. Students should not touch the front of their face covering during use, when removing coverings or until they have washed or sanitised their hands.

If travelling by public transport: check website or live bus app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering; sit in the window seat, leaving the seats in front and behind empty. For further information and guidance visit: <https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us>

Travelling to school by bus might take much longer than normal. Students must plan journeys carefully and leave enough time to arrive at school for the correct time.

West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. [All are available via this link.](#)

For reassurance/advice on using public transport and what it looks like to travel please find links below to three short YouTube films covering bus, tram and train journeys:

- [Travelling Safely on bus \(social distancing\)](#)
- [Travelling Safely on Metro \(social distancing\)](#)
- [Getting through train stations \(social distancing\)](#)



SEND Students

The Special Needs Co-ordinator (SENCO), Mrs Mawby and her team, will be working with teachers and families to ensure that students are supported within the classroom and receive withdrawal support where needed. If you have any concerns please contact her on j.mawby@tilecrossacademy.com

First Aid in School

Anyone with coronavirus symptoms should self-isolate and follow the Government guideline for their family. Nobody should enter the school site with symptoms of coronavirus. Any student who becomes ill with any symptoms during the day will be sent to our isolated First Aid Room. A qualified first aider will attend to your child and if deemed necessary will contact you to collect your child and take them home. Staff dealing with students will wear gloves and a face covering, whilst where possible minimising contact with them. Should a student need a toilet they will be taken to a designated cubicle, where it will be cleaned after use. The First Aid room will be disinfected after every use and at the end of every day. First Aid will only be administered if necessary. Parents will be contacted to collect their child if this is a reasonable alternative. Students may be asked to treat themselves, e.g. to apply a plaster.

Visitors

Visiting the school is discouraged and visitors will not be allowed to enter the school except in exceptional circumstances. Email or telephone calls will be used as an alternative wherever possible. On rare occasions where a visit is unavoidable, it is important that an appointment is made as any room used must be disinfected before and after use. Only one person will allowed in reception at a time and most communication will take place in the

lobby area behind the glass screen. Anyone in school will be expected to use the hand sanitiser provided and wear a face covering.

Fire Evacuation Procedures

New Fire Evacuation procedures will be in place in September to support with students and staff evacuating buildings in an emergency. All students will be briefed on these procedures when they restart school and will practice evacuation procedures at key points throughout the academic year.

Well Being

There will be many challenges to overcome for students and staff adjusting to the new normal. During lockdown staff have undertaken training regarding Anxiety, Bereavement & Trauma and Mental Health. Our safeguarding and pastoral team's team will be working closely with those students that need extra support. Wellbeing will be a main focus during our return to school and through tutor led activities.

The planning and procedures that we have put in place are built on the principles of minimising the risk of transmission within our school community and avoiding local closure.

We will review our procedures weekly and make appropriate changes where necessary.