

# The Halifax Academy

## Returning to school - information for students

- Leaving & arriving
- Briefing
- Safety & hygiene
- The school day & breaks
- Food
- Learning
- Home School Agreement
- Behaviour Policy

IF YOU HAVE ANY QUESTIONS,  
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### Return to school

Many of you might have mixed feelings about coming back to school; you might be excited; you might be anxious or probably a combination of both. Don't worry - we have been working hard to make sure that school will be safe and enjoyable for everyone.

### What will school be like?

When you come back to school, some things will be the same. It will be in the same building, you will wear the same uniform, you will have some of the same teachers and you will be with your friends (or at least some of them).

### But some things will be different

That's why it's important to read through the following guidelines so you know what to expect.



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# Returning to school - information for students

## On your first day back

- You will arrive at 8am and go to the Spring Hall Lane entrance.
- Staff will be there to welcome and guide you.
- You will not just be able to enter the school; there are a number of safety procedures that you will need to go through.
- You will be shown where to stand by members of staff; there will also be markers to guide you.
- When you enter the building, you will have your temperature taken to check that you are well enough to attend.
- You will all wash your hands carefully. Then you will be guided to your room and desk for the morning.

## Leaving

When you leave the building at the end of the day, there will be similar routines and you will be guided out of the school in groups by staff. You will leave school at 1.30pm from the Spring Hall Lane exit.

## Briefing

In your first lesson you will be given a great deal of new information. It is important that you listen carefully and follow instructions. We will explain all of our new procedures to you so that you are clear about what you can and can't do.

## Safety

The most important part of your return to school is making it safe for everyone. That means there will be far fewer students and staff in school than usual. Different students will be invited into school on different days, so don't expect that you will be with all of your year group; you will be with some of them.

You must keep a **safe distance** from everybody else, including your friends, at all times. A safe distance is two metres (about two large strides). We know this will be difficult but it is very important.

You will be asked to **wash or sanitise your hands regularly**. There will be extra washing facilities to help you do this. You will do this as soon as you get in to school and at other key points of the day, such as between lessons; you must do this thoroughly and carefully.

If you sneeze or cough, you must cover your mouth and nose. Everybody will follow the **'Catch it, Bin it, Kill it'** advice.

If you are feeling unwell, you must not come into school. If you begin to feel unwell when in school, you must immediately tell a member of staff.



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# Returning to school - information for students

## During the day

You will not be able to freely walk around school with your friends as you may have done before. You will be guided around school in groups by staff, so that we can make sure everybody is kept apart. Students will not all move at the same time and school will manage when different groups can move. But don't worry, we will make sure you get chance to chat and catch up (at a safe distance).

There will be one longer **break**. You will be supervised so that social distancing can be maintained whilst you chat with your friends.

There will be set times for using the toilets; **extra washing facilities** have been provided. Cleaning will take place throughout the day.

**Food** will not be provided. You can bring food with you. You will be expected to **wash your hands** before and after you eat.

## Learning

Although you will not follow your normal timetable, you will have the same subjects. You should expect to be taught in different rooms, sometimes in the Great Hall, sometimes in other classrooms. **You will also be taught in smaller groups**. You will be given a seat and desk for the day which you must remain in. Your subject teachers will come to you. You won't always be taught by the same teacher you had before the shut down, but you can be confident that you will be getting the information you need from each faculty and subject.

You will be given a new pack of **classroom equipment**. This is yours and must not be shared with anyone else. You will be allowed to take some of it home to help you with your online work. It is your responsibility to look after it.

If you have had any **problems with learning** whilst at home, you will be given help and support to sort out any difficulties. The work you do in school will help you with the next stages of work you are going to do at home.

We know that the last few weeks may have been very difficult for some of you; **don't worry**. If you have anxieties or concerns; we will be here to help.

**We are all really looking forward to seeing you and welcoming you back.**



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# Timetable

Monday										
1	2	3	Break	Sanitisation	4	Sanitisation	5	Sanitisation	6	
8.20-9.05am	9.05-9.50am	9.50-10.35am	10.35am-10.55am	10.55am - 11.am	11-11.45am	11.45am - 11.50am	11.50- 12.35pm	12.35pm - 12.40pm	12.45pm-1.30pm	
English - GH	Maths - GH	Science - GH	Break - PE Astro		Geog - GH		Spanish - Gym		Core - Eng/Ma/Sci rotation	52 students
					Hist- Gym		German - GH			29 Geog, 23 Hist
							Computing - Cornwallis			Spanish 16, German 24, Computing 12
Tuesday										
1	2	3	Break	Sanitisation	4	Sanitisation	5	Sanitisation	6	
8.20-9.05am	9.05-9.50am	9.50-10.35am	10.35am-10.55am	10.55am - 11.am	11-11.45am	11.45am - 11.50am	11.50- 12.35pm	12.35pm - 12.40pm	12.45pm-1.30pm	
English - GH	Maths - GH	Science - GH	Break - PE Astro		Geog - GH		Art- W117/M104		Core - Eng/Ma/Sci rotation	49 students
					Hist- Gym		Business - GH			26 Geog, 23 Hist
							Design - M107/M111			Art 15, Bus 23, Des 13
Wednesday										
1	2	3	Break	Sanitisation	4	Sanitisation	5	Sanitisation	6	
8.20-9.05am	9.05-9.50am	9.50-10.35am	10.35am-10.55am	10.55am - 11.am	11-11.45am	11.45am - 11.50am	11.50- 12.35pm	12.35pm - 12.40pm	12.45pm-1.30pm	
English - GH	Maths - GH	Science - GH	Break - PE Astro		Geog - GH		Art- W117/M104		Core - Eng/Ma/Sci rotation	44 students
					Hist- Gym		Business - GH			24 Geog, 20 Hist
										Art 15, Bus 29,
Thursday										
1	2	3	Break	Sanitisation	4	Sanitisation	5	Sanitisation	6	
8.20-9.05am	9.05-9.50am	9.50-10.35am	10.35am-10.55am	10.55am - 11.am	11-11.45am	11.45am - 11.50am	11.50- 12.35pm	12.35pm - 12.40pm	12.45pm-1.30pm	
English - GH	Maths - GH	Science - GH	Break - PE Astro		Geog - GH		Photo- M107/M111		Core - Eng/Ma/Sci rotation	48 students
					Hist- Gym		Citizenship- GH			29 Geog, 19 Hist
										Photo 29, Cit 21



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# The Halifax Academy

## The Home School Agreement in Response to Covid 19 2020-2021

The Halifax Academy has updated its home school agreement in accordance with guidance from Calderdale Council, the DFE and our school values in order to maximise the safety of our children, staff and essential visitors to the site. It is imperative that students, families and staff support the recommendations and guidance contained herein in order to minimise the risk of illness and maximise social distancing and hygiene procedures. This agreement contains the minimum statutory requirements required to minimise the transmission of Coronavirus. The Halifax Academy has remained open to students since the government announced national 'lockdown' guidelines. This has been through supervising and supporting students of key worker parents and vulnerable families. It has also involved thousands of hours of online tutoring, lesson planning and support being invested through supporting children and families from our homes.

In response to modest adjustments recommended by the government, we will gradually increase the number of students from particular year groups being allowed on site so they can partake in face to face learning. In order to prepare for this immense task we have had to make significant adjustments to our school site, safety protocols and our expectations for students and staff within the academy.

We cannot minimise the risk of illness and maximise social distancing and hygiene procedures without your support. We have a collective responsibility to ensure and promote this to the best of our abilities. The Home School Agreement that staff, families and students are expected to support and adhere to is as follows:

At The Halifax Academy, we understand that this is a period of immense uncertainty and anxiety for parents. However, we have to balance this with higher standards of distancing and hygiene than ever before. We understand that it will take time to adjust to the mandatory expectations. However we cannot stress enough how important it is that these guidelines are adhered to in order to keep our community safe.

<b>Student Responsibilities</b>	<b>Family Responsibilities</b>	<b>Staff Responsibilities</b>
Ensure a minimum of 2m distance is maintained between themselves and others.  All students should endeavour to take a proactive and fully engaged attitude to learning.  Students should demonstrate compassion and kindness towards others in their school and wider community. They must show respect at all times even if there is disagreement about what is being said.	Families must ensure that they are actively encouraging social distancing measures with their children.  Families must drop off/pick up children in designated areas outside the school site.  Families must ensure children are not socialising or travelling to school together with other students who are not from the same household.  Families must make sure they do not enter the school building without prior appointment.	Staff must ensure that they are practising social distancing measures with colleagues, students and visitors.  Provide a welcoming atmosphere for your child and a secure, stimulating and caring environment in which to learn.  Communicate with parents via Groupcall, email or telephone.  Encourage success and recognise effort and achievement in all areas of student life.

<b>Student Responsibilities</b>	<b>Family Responsibilities</b>	<b>Staff Responsibilities</b>
<p>Work in a determined manner in lessons without compromising the safety of others.</p> <p>To allow temperature checks to be made and disclose any signs of poor health.</p> <p>Students will be expected to wear their mask at all times and to wash/sanitise hands at various intervals of the day.</p> <p>Ensure equipment including stationery and books are not shared with others.</p> <p>Ensure seating plans are strictly adhered to and movement does not take place once seated unless instructed by a member of staff.</p> <p>Support a calm and purposeful atmosphere at all times in order to minimise upset and anxiety for other students.</p>	<p>Families must support distanced learning efforts by actively encouraging and monitoring student work at home.</p> <p>Families should share information about household members who are self isolating or vulnerable.</p> <p>Support the school with government guidance on social distancing measures in order to keep the school environment a safe one.</p>	<p>Provide an enriched curriculum which challenges and motivates.</p> <p>Ensure that each pupil has the opportunities, support and guidance to achieve his/her full potential.</p> <p>Provide nurture, care and support for those students requiring this.</p> <p>Act upon the Behaviour Policy which creates a safe and caring environment for everyone.</p>
<p>We aim to support students by modelling social distancing and hygiene habits through staff, continuous reminders and signage across the school. Students failing to adhere to guidelines in a deliberate or malicious manner which contravenes the advice we give, will unfortunately face exclusions from school.</p> <p>Malicious, deliberate acts of transmission (e.g. spitting, coughing) must be treated with the greatest seriousness. Unhygienic behaviour has to be understood and accepted as something much more serious. Please refer to the Updated Behaviour Policy in Response to Covid 19 for further guidance.</p>		



# The Halifax Academy

## Updated Behaviour Policy in Response to Covid 19 2020-2021

In order to support our students and staff with transitioning back into a school environment, The Halifax Academy has been required to update the expectations around behaviour and conduct in line with government guidelines and guidance. It is imperative that students, families and staff support the recommendations and guidance contained within this policy to minimise the risk of illness and maximise social distancing and hygiene procedures. This agreement contains the *minimum statutory requirements* required in order to minimise the transmission of Coronavirus.

Our aim is to support students and staff by providing them with a calm and orderly environment in which they can flourish academically and emotionally. This behaviour policy addendum is formulated in order to allay parental fears, student anxieties and minimise the risk of cross contamination. **It has also been created to ensure our school community remains safer than ever.**

This addendum supports the existing behaviour policy of The Halifax Academy. It identifies the minimum behavioural norms that are expected during the Coronavirus pandemic. The policy update is not an exhaustive list of 'dos' and 'don'ts'. It is contingent upon cooperation with staff when guidance is issued and an expectation that students will follow the approaches given as they are reminded of it daily at home and school. It is also important to add that like adults, we do not expect everyone to adjust to this perfectly and without error. What we do expect however, is that no student has any ill intent towards a member of staff or a student in deliberately compromising standards of hygiene, social distancing and safety.

This addendum will be in place until national measures for hygiene and social distancing are lifted.

### General guidance on behaviour

- Wash hands at regular intervals throughout the day
- Social distance from all students and staff
- No physical contact with others at all times. This includes: handshaking, back slapping, hugging etc.
- Carry tissues in order to use these when coughing or sneezing. Tissues must be disposed of after use
- No coughing or spitting towards any other person at any time
- Tell an adult immediately if feeling unwell
- Seek support if unsure about expectations or managing themselves around school
- Respect all staff and students at all times

### Arrival to school/lessons

- Students must ensure they are punctual to school in order to support staggered start times
- Students must ensure they social distance when 'lining up'
- Students must sanitise their hands at 'wash stations' where available

## **Movement around school**

- This will be limited and pre-planned. The need for students to remain in designated areas is non-negotiable
- There will be a rota for toilet breaks. Visits should be planned around these. Students with medical conditions predisposing them to visit the toilet more frequently will of course be accommodated
- Social distancing must be maintained at all times

## **Classroom expectations**

- Students should walk into classrooms, if permitted by staff, to avoid groups of students congregating outside
- Students must sit in seats they are assigned and not move from these during the duration of the lesson
- Students must not loan out or borrow equipment from other students. Staff will provide equipment and resources needed in a hygienic manner
- Students must not move tables or chairs without prior consent from the teacher
- At the end of lessons, students must stand behind chairs and wait to be dismissed by staff. Students must not wait for friends

## **Break**

- This will take place on the PE astro turf. Social distancing guidance must be observed
- Students must not congregate in groups
- Ball games will be permitted as long as they do not involve physical engagement with others
- Students will be permitted to eat a snack. Food must not be shared

## **Exit from school**

- Students must wash their hands or use hand sanitiser upon leaving
- Designated exits will be used for students in order to ensure a staggered exit

## **Sanctions**

Staff at The Halifax Academy would like to avoid sanctioning students at all costs in order to spend time on supporting students who need it. However, we cannot allow the poor behaviour of a few students compromise the safety of the majority. Staff will need to challenge behaviours if they feel they are not conducive to the safety measures being promoted. We have assured parents that we are here to keep their children safe. If there are students who choose not to do this, the following sanctions will apply:

- Verbal reprimand and reminder of the need to conduct themselves appropriately
- Missing social time in order to be spoken to by a member of the pastoral team
- Additional work if learning time has been missed as a result of the misdemeanour
- Being removed from the lesson to work with a member of the pastoral or senior team
- Being monitored by a member of the pastoral team. This will involve behaviour targets and communication with family
- Being issued a 'fixed term exclusion' if there are serious or persistent breaches to student and staff safety e.g. deliberately coughing on others, fighting, etc

- A 'managed move' or a placement in an 'alternative provision centre'
- A permanent exclusion is usually a last resort or issued depending on the severity of the incident in question. All exclusions will be made in line with government guidance and by following the schools normal exclusion procedures

## Appendices

1. Coronavirus (COVID-19): implementing protective measures in education and childcare settings. Updated 1 June 2020.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

2. The Halifax Academy Behaviour Policy can be accessed here:

<https://www.thehalifaxacademy.org/assets/Policies/Behaviour-Policy-v4-NAZ.pdf>