September 2020 Student Guidelines

Welcome back



We are so happy to welcome you back to school. We have missed you and it is lovely to see you! We understand that some of you could be experiencing worry or fear about returning to school after 5 months away. We know that pupils' experiences of the lockdown period will have been very varied. For some of you, it will mostly have been a safe and enjoyable time. For others, it will have been challenging or traumatic. The same is true for adults.

Our aim is to support you back into school in a safe, structured and supported way and for us to move forwards together.

The safety of all students and staff is a collective responsibility. Every student is required to be respectful of the measures we have put into place; anyone in deliberate breach of these will be sanctioned. Students must maintain social distancing wherever possible – arrival entrances, toilets, social areas, corridors and exits have been set up to allow this, but it requires *every* individual to follow the signs, notices and instructions.

Behaviour and expectations

Activity	Expectation of <i>every</i> student
Arrival at school	If you catch a bus, please follow all instructions that the bus company has put into place. Remember, you <u>must</u> wear a face mask if you use public transport (the Keyworth Connection) and it is <u>strongly recommended</u> that you do so on a dedicated school bus.
	Enter through the refectory and sanitise your hands at the stations provided. Move immediately to your tutor base using the ONE WAY SYSTEM that has been put into place.
	If you choose to wear a face mask on your journey to school: Please keep to the left hand side as you approach the refectory doors. You will need to dispose of temporary face masks in the covered bin that will be outside the refectory doors and then immediately sanitise your hands. Reusable face coverings must be placed in a plastic bag that you can take home with you and your hands must be thoroughly sanitised. You must not touch the front of your face covering during use or when removing them.
Leaving school	You will be dismissed in stages to allow for a staggered exit from school. If you are walking home please do so immediately without waiting or congregating on the paths. Students catching a school bus must make their way immediately to the bus bay to allow a staggered boarding of buses. Please remember to put on a face mask if boarding a bus.
	If you catch a bus, please follow all instructions that the bus company has put into place. Remember, you <u>must</u> wear a face mask if you use public transport (the Keyworth Connection) and it is <u>strongly recommended</u> that you do so on a dedicated school bus.
	Please ensure you follow social distancing measures on your journey home. If we are made aware that you fail to do this on school buses you will receive a school sanction.
Toilets	You will only be allowed to use the toilets at break time or lunch (unless you have a medical card). If you need to queue you must maintain social distancing. Ensure you wash your hands thoroughly afterwards.
	The toilets will be cleaned regularly throughout the day.

During teaching

You must sit in your allocated place on the teacher's seating plan. Where possible all desks will be facing forwards and you must remain this way. Do not turn around or touch fellow students. Do not leave your seat without being given permission

The consequences system will be used. All usual expectations of behaviour remain.

Staff are being asked to remain at a social distance from you. Please keep 2 metres away from any adult on site where possible. If a member of staff comes over to you to assist inside or outside of a classroom, that is their choice and they can only stay near you for a short amount of time. Please respect this distance and listen carefully to instructions you are given.

Please ensure you come to school ready to learn and with a pen, pencil, ruler, all school books and a calculator as a minimum. You will be able to purchase an equipment pack (cost £3) which will contain every piece of equipment you require for all lessons including Design & Technology and maths. Packs can be purchased via ParentPay.

Wear your South Wolds PE kit into school ON THE DAYS YOU HAVE A PRACTICAL PE LESSON

Mobile Phones (and other electronic music or games devices) are banned for all Y7-11 students, at ANY TIME on the school site, from the time of entry until 3.20pm. Your mobile phone will be confiscated if it is *seen*, *used or heard* at any time including social times and between lessons. If confiscated, you will be asked to place your phone inside a plastic bag before it is stored. You will remove your phone from the bag when collecting at the end of the day.

Break time and lunch time

It is advisable for you to bring a drink of water and snack for break time. Water fountains at school are currently not in operation and food is not available to purchase at break time.

Each year group will have different break times and lunch times in order to maintain social distancing between year groups.

You may use the following outdoor space during your social time. You must not go elsewhere:

Year 7	Art field
Year 8	Art field
Year 9	Languages field
Year 10	Languages field
Year 11	Languages field
6th Form	Common room and study areas

Remember - break and lunch will be at different times for different year groups. You won't be mixing on the fields

Usual lunchtime arrangements in your year groups. You will not mix as lunchtimes are staggered. One year group will collect lunch from the main hall servery and the other from the refectory. Each area will have access to a vending machine. We will be running a limited hot and cold food menu.

Cash CANNOT be handed to the catering staff at any time - ideally please use ParentPay (ask your parent/carer to do this for you) or, if you need to bring cash, use the top up machines with the red

	button found next to the main kitchen servery before 8.50am. We will be using the fingerprint payment system at the tills - you will be required to sanitise your hands straight after using it.
Moving around the site	There will be a one way system in operation around the site. You must follow this at all times when moving between lessons, at break or lunchtime and when leaving at the end of the day. Any student who deliberately disobeys this will be sanctioned.
	Once in the one way system please keep moving to your next lesson, do not wait for friends.
	Direction signs will be placed on walls and floors to help you. Staff will be present to guide you.

Please remember, the safety of all students and staff is a collective responsibility. You are required to be respectful of the measures we have put into place; anyone in deliberate breach of these will be sanctioned. Take time to understand what is required of you: when you return to school we will go through these guidelines with you so you can ask questions if you need to.

The South Wolds Academy and Sixth Form Senior Leadership Team

July 2020