



Behaviour & Routines – Wider School Opening



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Wider School Opening - Behaviour and Routines

Effective from 01 June 2020 until 17 July 2020

Entering and Exiting the Academy Premises

- Students will be asked to attend and depart the Academy on specified days and at specific times, to facilitate social distancing. These times will be staggered and no students or parents / carers should gather outside of the Academy entrance or gates.
- Students will be registered on entering the building; there will be no formal registration periods or assemblies.
- Students must wash their hands on entering and leaving the building. Hand sanitiser will also be available throughout the building.
- The car park will be closed to all parents / carers and visitors; students must be dropped off outside of the Academy gates.

Staffing

- Students will be taught and supervised by staff employed directly by Castle View Enterprise Academy; there will be no supply staff employed.
- No adults other than staff employed directly by Castle View Enterprise Academy will be allowed into the building.
- There will be a senior member of staff in charge of the running of the Academy each day, together with a Designated Safeguarding Lead (DSL) and a first aider.
- Pastoral staff will be available to manage student well-being.

Lunch and Breaks

- A free standard lunch, served in a disposable carton, will be made available for students, or they may opt to bring a packed lunch.
- Students will have a 40-minute lunch period and will remain with their allocated group.
- Ten-minute breaks will be staggered and social distancing will apply.
- The use of biometric readers and water dispensers will be suspended.

Dress Code

- Students must not wear school uniform, but must dress appropriately. Clothes must be washed before a student returns to the Academy on a subsequent day.
- It is advisable, should the weather conditions allow, for students not to wear excessive outdoor clothing.

Classrooms

- Students will be allocated a work station within a classroom; this will remain their work station throughout the teaching period.
- All work stations will be thoroughly cleaned before being allocated to another student and be set to meet social distancing criteria (at least two metres apart).
- There will be constant cleaning of all areas such as door handles, work surfaces and chairs throughout, and after, each school day.
- There will be a closed bin, tissues and hand sanitiser available in all classrooms. Only classrooms with windows will be used and doors will be kept open for ventilation.
- All unnecessary items have been removed from classrooms to increase available space for movement and minimise contamination across surfaces.

Teaching Protocols

- Teaching will not take its traditional form and there will be no guarantee that students will be taught by their usual teacher.
- Teaching will be based around preparing students for their next phase of remote learning and giving the opportunity to eradicate any gaps in learning.
- Students in Year 10 will be taught in groups of no more than 11, and will remain with the same group of students throughout any day in which they are asked to attend.
- There will be no transfer of paper back and forth for review or marking, to eradicate cross-contamination. Teaching resources will be provided for students to take home at the end of the teaching period.
- Students will be allocated a desk and a group, and will stay in that group for every session that they are in the Academy. There will be no movement within groups or between groups.
- Students and staff will strictly remain two metres apart at all times in line with the social distancing guidelines.

Students Becoming Unwell

- Should a student show any symptoms during the school day, they will be isolated in the reception area and their parent / carer informed. The student concerned must be collected immediately.
- In this situation all other students and teachers in that class will be asked to isolate for 72 hours, before a decision is made regarding a return to the Academy.
- Any student who has shown any signs of illness should not be sent into the Academy and the parent / carer should inform a member of the Academy, via email at enquiries@cvea.co.uk.
- The Academy has purchased PPE and temperature testing equipment. Parents / carers will be supported should they wish to book a Covid-19 test.

General Hygiene

- Hand-washing will be supervised and will take place six to eight times per day, and on each occasion a student leaves or returns to a work station.
- Toilet breaks will be monitored to ensure social distancing is adhered to at all times.
- There will be no swapping of equipment between students or from teacher to student. To this end, parents / carers are asked to ensure that their child is provided with basic writing equipment.
- Unsupervised movement around the Academy will not be permitted.
- Students should bring a full water bottle. Water dispensers will be turned off but bottled water will be made available.

General Conduct

- Students must adhere to the following expectations to safeguard others. Failure to do so will result in parent / carer being contacted and asked to collect their child.
 - Socially distancing at all times.
 - No chewing of gum or sweets.
 - No wandering from allocated work station.
 - Failure to follow any staff instructions.