



Eaton Bank Academy Parent Handbook – Coronavirus September 2020

1) What social distancing measures are you putting in place?

To minimise the risk of transmission, students will be kept within year group* bubbles and segregated upon arrival at school, during lessons, at break /lunch time and when departing from school. The only time we expect students from different year groups to come in contact with each other is during change of lessons and possibly in the toilets.

We have put in place a one-way system to help manage this movement. The one-way system only applies between the start of school and the end of school bell. At the beginning of the day we have allocated routes for year groups to take (please see 8. Will students be socially distanced before school starts?). At the end of the day students should take the most direct route to their exit point (please see 14. How will students be kept safe departing from school?).

**Year 12 and 13 are treated as one bubble*

2) How are you implementing hand hygiene?

Good hand hygiene is critical to ensure we minimise the risk within our school community. There will be hand sanitiser points available throughout the school and additional sinks situated in eating areas. Students will be encouraged to wash their hands in any classroom with a sink (e.g. Art, Science) or sanitise their hands regularly throughout the day. Students are requested (**as essential items**) to bring in their own **hand sanitiser and tissues**. **Wherever possible we would also request that students bring their own** antibacterial wipes.

3) Will students be expected to wear full school uniform?

Normal Eaton Bank school uniform rules apply, including full PE kit. We request that school uniforms (including blazers) are washed as frequently as possible. To minimise school to home transition, students will be instructed to change out of their uniform as soon as they get home.

4) What is the school policy on face coverings/ masks?

Face masks/coverings will be required by all students* and staff in corridors during change of lesson and changing rooms. Instruction will be provided at the beginning of term to ensure students know how to safely put on and remove their masks. They will be required only during change of lessons (including walking to and from break /lunch), on school transport and when changing for PE. This decision was approved by School Governors on 13th July.

**We understand that there may be some personal circumstances which may prevent students wearing masks/face coverings, please let us know if this applies to your son/daughter*



5) How will Microsoft Teams be used by students from September onwards?

From September all homework will continue to be set using Microsoft Teams and early in the half term parents will begin receiving a weekly update from Teams about homework completion. To support learning and catching up, online resources will be made available to all students using Cloud Design Box which will be installed throughout the summer. In the event of a change to education on a local or national scale we are fully prepared for online learning and lessons through Microsoft Teams.

6) Have there been any changes to the new school timetable?

In response for the requirement for socially distanced year group bubbles, we have introduced a new timetable which will enable year groups to have staggered break/lunch in their respective bubbles and staggered departure times. Students will continue to move throughout the day, but classrooms will have additional hygiene measures in place.

Timing	Activity	Year Group	Staggering by Year Group
8:45 am	School Starts	All	-
8:45 am - 9:00 am	Tutor Period	All	-
9:00 am – 10:00 am	Period 1	All	-
10:00 am – 11:15 am	Period 2 including staggered break time	All	Year 7/8/9 break is 10:00 am – 10:20 am Year 10/11/12&13 break is 10:55am to 11:15am
11:15 -12:15 pm	Period 3	All	-
12:15pm – 1:50 pm	Period 4 including staggered lunch time	All	Years 7/8/9 lunch time is 12:15pm - 12:50 pm followed by 1 hour Period 4 (12:50 pm – 1:50 pm) Years 10/11/12&13 Period 4 (12:15 pm – 1:15 pm) for one hour followed by lunch at 1:15pm – 1:50 pm.
1:50 pm – 3:00 pm	Period 5	All	Years 7/8/9 Period 5 finishes at 2:50 pm Years 10/11/12&13 Period 5 finishes at 3:00 pm



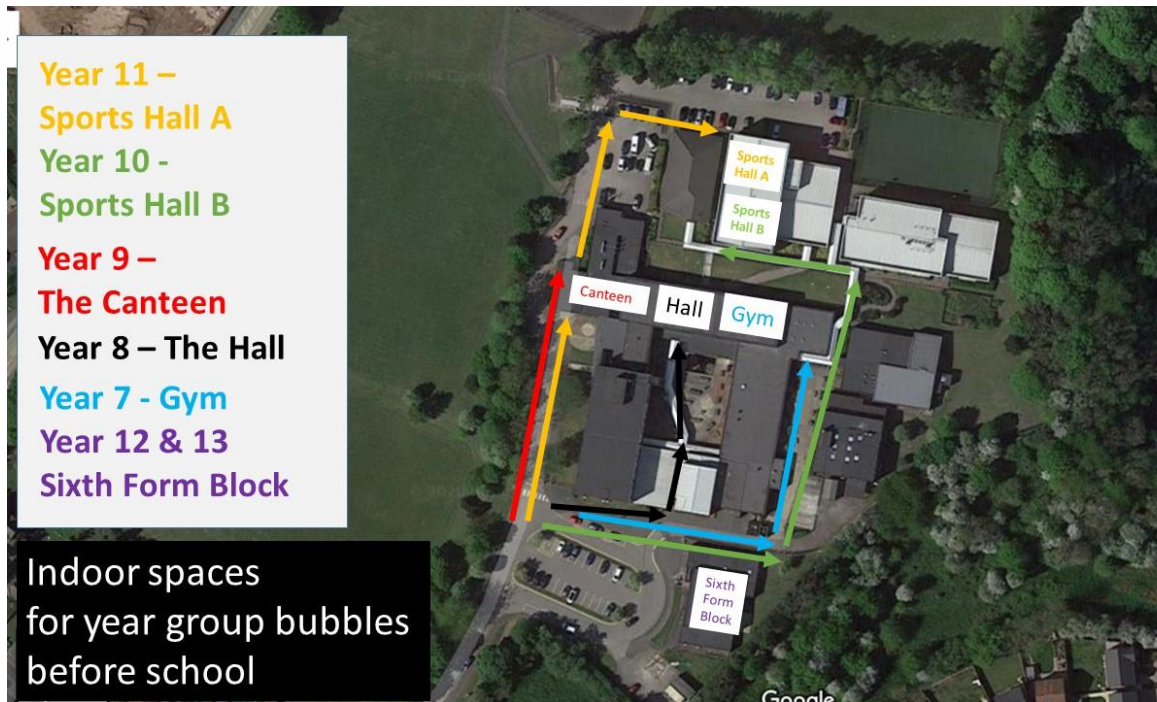
7) What changes are there to school transport?

School buses will run as normal. However, as buses are enclosed spaces with mixed year groups, we will require students to wear face masks/coverings on school transport. Students should only sit next to someone from their own year group. Students should attempt to sit in year groups with Year 7s at the front of the bus and the oldest students at the back. Upon arrival, students should leave the bus in an orderly manner to minimise physical contact with each other.

8) Will students be socially distanced before school starts?

To ensure students remain socially distanced, we have allocated indoor spaces for students to wait for school to start. These spaces will be open from 8.35am. Please ensure your child does not arrive at school before this time. All students must wait in these spaces and waiting around the school site is prohibited. The location of the spaces can be seen below.

Year Group	Indoor Area
Year 7	The Gym
Year 8	The Main Hall
Year 9	Canteen
Year 10	Sports Hall* (nearest staff car park)
Year 11	Sports Hall* (nearest Main Hall)
Year 12/13	Sixth Form Block
	*The Sports Hall will be divided into 2 by a curtain and students must use the fire door exits allocated to their half of the hall.



9) What classroom safety measures are in place?

All classrooms are equipped with tissues, detergent spray, antibacterial wipes and bins. Desk areas will be wiped down at the start of each lesson. All desks where possible will be facing forwards, rather than in groups, to minimise the risk of transmission. Doors will be kept open and windows will be kept open/ajar to ensure there is good ventilation. Teaching staff will maintain social distancing from students. Staff may choose to wear visors if interacting with students in slightly closer proximity than two metres.

10) How have change of lessons been made safer?

We have introduced a one-way system within the school (please see attached) to reduce congestion and minimise direct face to face contact in the corridors. Change of lesson will be a very busy time; all classes will be dismissed in a very structured way on corridors and using outside exit points and external walkways wherever possible.

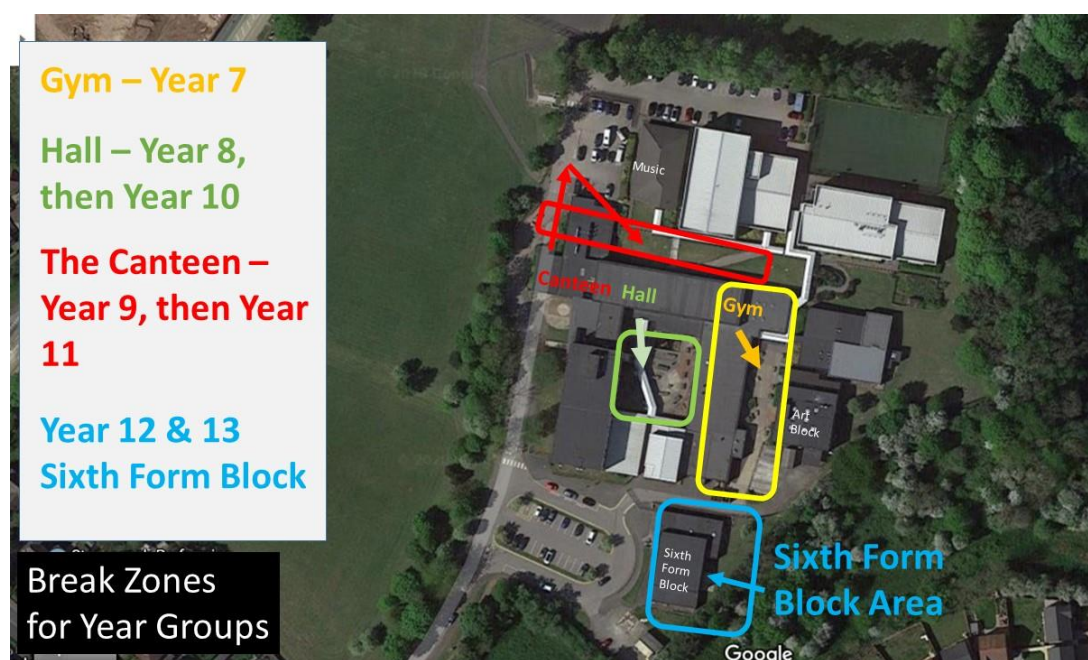
Our corridors are relatively narrow with low ceilings and will undoubtedly be very busy. Based on this fact and the changing national picture on the use of face masks/coverings, we have now decided to implement a face mask/ covering policy in school. We will require students to put on their face masks/coverings at the end of each lesson and wear their face masks/coverings until they are seated in their next class. All staff members in the corridors during change of lessons will wear face masks/coverings.



11) How will students be kept safe at break time?

Students will have staggered break times in which they are able to wash/sanitise their hands and buy a snack or drink. They will have the following designated break areas, where they will also be able to buy refreshments.

Year Group	Time	Indoor Area	Outdoor Area
Year 7	10:00 am – 10:20 am	Gym	Outside the Art Block
Year 8	10:00 am – 10:20 am	Main Hall	Between the Hall and the Music Block/Sports Hall
Year 9	10:00 am – 10:20 am	Canteen	The Quad
Year 10	10:55 am – 11:15 am	Main Hall	Between the Hall and Music Block
Year 11	10:55 am – 11:15 am	Canteen	The Quad
Year 12/13	10:55 am – 11:15 am	Sixth Form Block	Patio Area outside the back of the Sixth Form Block





12) How will students be kept safe at lunch time?

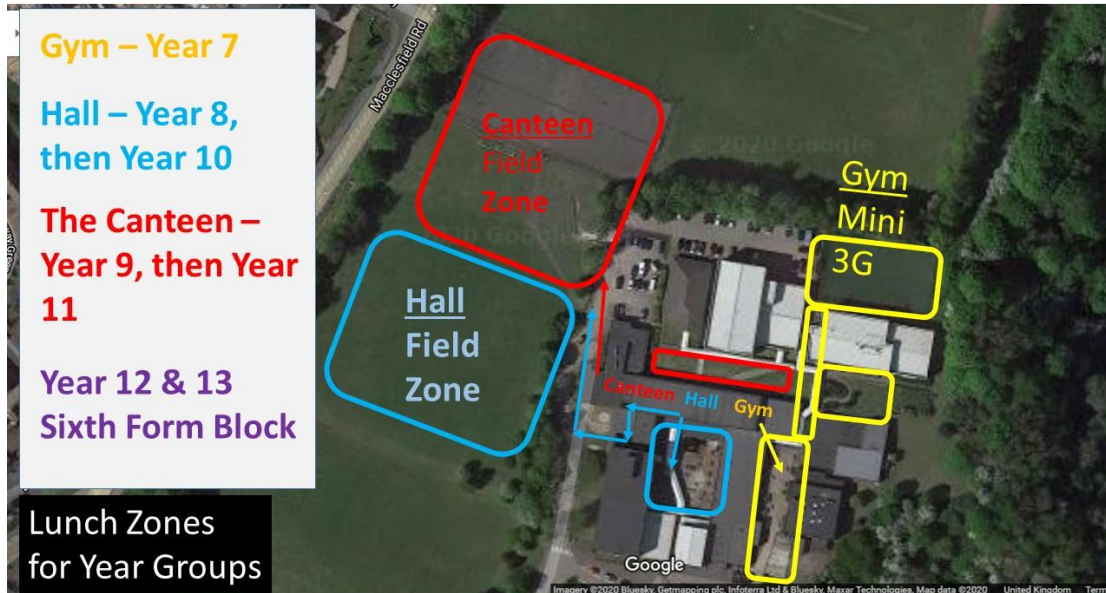
Students will have a staggered lunch time in their year group bubble. We have created 3 eating areas where students will be able to buy a hot meal and cold drinks or eat their packed lunch. There is a 25 minute clean down between the two lunch sessions to ensure all tables and chairs can be thoroughly cleaned.

We will not be using the biometric thumb reader for till payment. Students will be issued with a PIN, which will be verified by the till staff by asking for the student's date of birth and checking the photo on their account. The PINs will be issued directly to students by their form tutor on the first day of term.

To facilitate separated eating areas there will be reduced menu available to students. This will be emailed to parents and be available on the school website. All food will be prepared in our school kitchen to the highest hygiene standards and boxed or wrapped before service. Cutlery and packaging will all be single use and fully biodegradable.

In good weather students will be encouraged to go outside to their allocated zone where there are picnic benches available.

Year Group	Time	Lunch Time Area	Outdoor Area	Field Zone Area
Year 7	12:15pm – 1:50 pm	Gym	Outside the Art Block	Mini 3G
Year 8	12:15pm – 1:50 pm	Main Hall	The Quad	Field
Year 9	12:15pm – 1:50 pm	Canteen	Outside Hall/ Music Block, Tennis Courts	Field and Tennis Courts
Year 10	1:15pm – 1:50 pm	Main Hall	The Quad	Field
Year 11	1:15pm – 1:50 pm	Canteen	Outside Hall/ Music Block, Tennis Courts	Field and Tennis Courts
Year 12/13	1:15pm – 1:50 pm	Sixth Form Block	Patio area to back of the Sixth Form	n/a



13) Will students be doing PE?

Practical PE lessons will be timetabled as normal. Where possible lessons will be held outdoors. The PE changing rooms will be deep cleaned and sanitised at the end of each day. Students will be asked to wear a face mask/covering when changing in/out of their PE kit. This is because changing rooms are more enclosed than a standard classroom and students are in close face-to-face proximity.

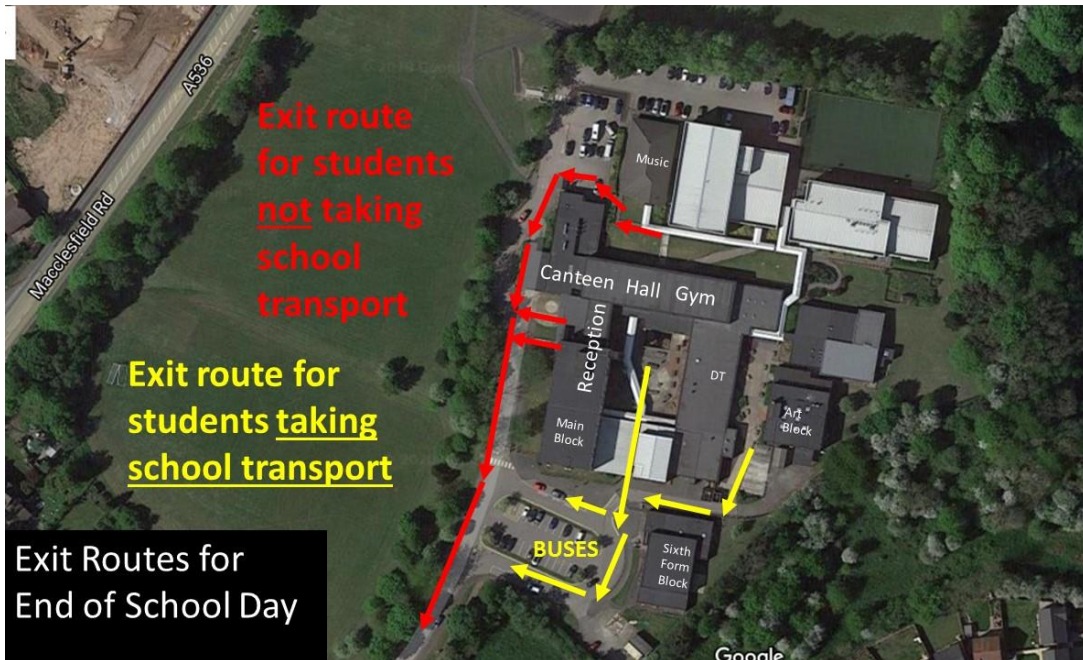
14) How will students be kept safe departing from school?

Students will depart school staggered by year group (see new school timetable). Students walking home or being collected are required to promptly leave the school site using the pavement next to the school field. Students will be supervised by staff teaching period 5 that day.

Students walking home should not use the student exit from the quad. They will be permitted to use the main reception exit or walk round the exterior of the school next to the canteen.

Students catching buses should use the student quad exit near the sixth form block. They will be asked to queue in a socially distanced manner for their bus at the respective queuing points for each bus. Staff will provide clear instructions as to where queues need to form, remaining in year group order. Please ensure your child has a waterproof coat/ umbrella as they may have to wait a little longer than usual for their bus. When students get on their bus they will need to put on their face masks/ coverings and sit in year group order.

Please note, the current restrictions for traffic entering the school site have been amended to reflect these changes. There is strictly no on-site traffic between 2:40pm and 3:10pm.



15) What happens if a child falls ill at school?

If your child falls ill during the school day they will be assessed for symptoms of coronavirus by a first aider. If coronavirus is suspected your child will be asked to wait in a segregated first aid room until they can be collected from school. The room will be sterilised after use.

Any student or member of staff with suspected coronavirus will be required to take a coronavirus test. (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>)

If your child shows any symptoms of coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/>) they **must be kept off school and tested for coronavirus**. Please ensure you follow the normal absence procedures and inform Mrs Hillier of your child's absence.

Students will be expected to isolate for 14 days if they are contacted by the Government's track and trace scheme, or you are aware they have been in direct contact with someone with a **confirmed** case of coronavirus. Please inform Mrs Hillier if your child is isolating. If a student is absent, work will be set on Cloud Design Box.

Please do not speculate or comment about an individual's illness or suspected on social media.



16) Procedure if there is a confirmed case of coronavirus

If we are informed that a student or a member of staff has tested positive for coronavirus, we will reinforce the requirement to self-isolate. The school will follow the Government guidelines which state that schools should act swiftly and contact the local health protection team. The local health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to isolate. The school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in contact with that person when they were infectious.

17) Is attendance compulsory in September?

On 2nd July, the government announced that schools are to open fully in September to all children and all children must attend school. This means that the legal duty on you as a parent/carer to send your child to school regularly will apply. Guidance for those currently shielding can be found in Section 2 of the following:

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

18) What behaviour is expected from our students?

Keeping everyone safe will require an outstanding standard of behaviour from students. Whilst our usual behaviour policy still applies, we have produced an addendum to the full policy to hopefully provide some additional clarity at this time.

19) What should students bring into school?

Students should bring

- Blue/black pens
- Purple pen
- Pencils
- Pencil eraser
- Pencil sharpener
- Pencil case
- Ruler
- Compass
- Coloured pencils
- Protractor
- Scientific Calculator



USB Memory Stick
Hand sanitiser
Cleaning wipes
Mask and plastic wallet to store it
Tissues

20) Can I come into school to speak to my child or a member of staff?

We are not allowing visitors to the school site without prior appointment or in the case of an exceptional circumstance. Please phone (01260 273000) or email (postpoint@eatonbank.org) if you wish to contact a member of staff or speak to reception. We will notify parents when this policy changes. We anticipate that most parental meetings (including parents' evenings) will likely take place using the TEAMS platform.

21) Can students collect their exam results from school?

We look forward to welcoming students back to collect A Level/GCSE results on Thursday 13th/ 20th August. Results can be collected from the Main School Hall between 8am and 10am. Please be aware that social distancing will be in place, so it may take a little longer than normal to collect your results. Students with surnames A to M are asked to queue outside main reception and enter the hall through the doors from reception. Students with surnames N - Z will queue through the Quad, entering the hall through the Quad doors. All students will exit the hall through the rear canteen doors. The total number of students in the hall at one time will be kept to a safe level. To minimise the number of people in the school building, we are also requesting that parents stay in the car park area. If you wish someone to collect your results on your behalf, they will need a letter signed by you confirming you have given permission for them to collect your results.

23) How were my GCSE, BTEC and A Level grades generated?

Grades have been based on a range of evidence including mock exams, non-exam assessment, homework assignments and any other record of student performance over the course of study.

Our teachers worked as a team (teachers, faculty leaders, SLT Assessment Lead and Data Manager) to produce the most likely 'centre assessed grade' result using the evidence that they had. Headteachers nationally were asked to be judicious and to exercise 'moral leadership' in allocation of 'centre assessed grades' and not take the opportunity to over-inflate outcomes. To avoid schools over inflating their results, national guidance made it clear that the school's previous data would be one of the most significant factors taken into consideration.

Staff at Eaton Bank Academy were rigorous in their approach; worked as a team to avoid any potential bias or discrimination and behaved professionally and with integrity.

Schools submitted the 'centre assessed grades' to the exam boards, as well as a rank order for each grade boundary. The final outcome for each student will be generated by the exam boards as a '**Calculated Grade**'. The extent to which school 'centre assessed grades' have influenced the final '**Calculated Grade**' is unclear; the rank ordering and prior school data outcomes for each grade boundary are likely to be the most important factors.



24) Can my child appeal against their 'Calculated Grade(s)'?

No. When consulting on this summer's arrangements, OfQUAL considered carefully opportunities for a student to challenge their centre assessment grades and position in their centre's rank order. On balance, they decided it would not be in the interests of students or the fairness of the arrangements overall. Any appeal would have to be undertaken by someone better placed than the student's teachers to judge their likely grade, if exams had taken place. In addition, because of the role of the rank order in grading this year, such an appeal would have implications for other students in the cohort: if one student successfully appealed against their position in the rank order, it would have negative implications for other students who would, in turn, need to be given an opportunity to appeal.

If students or others have concerns about bias, discrimination or any other factor that suggests that a centre did not behave with care or integrity when determining the centre assessment grade and/or rank order information they should normally raise these concerns with their centre, in the first instance.

If a student wishes to access their centre assessed predicted grade, they should contact the school in writing within 40 days of receiving their '**Calculated Grades**' on either A Level or GCSE Results' Days. Please note it is only the '**Calculated Grade**' that will appear on exam certificates.

Any student who would like to improve their grades will have an opportunity to take the full suite of GCSE and A level exams in the autumn.

25) When will the autumn series of examinations take place?

Exams will take place between 05/10/20 to 23/10/20 for A Level subjects and 02/11/20 to 23/11/20 for GCSE. You must register your confirmation to sit an examination no later than September 4th. You will be able to register via a link on the school's website for the A Level and GCSE autumn series of examinations shortly after A Level and GCSE Results' Days.