

AUDENSHAW SCHOOL

WORKING IN PARTNERSHIP TO HELP BUILD
EXCEPTIONAL YOUNG MEN.

Principal: **Mrs J Saw**

Address: Hazel Street
Audenshaw
Manchester
M34 5NB
Telephone: 0161 336 2133
Email: admin@audenshawschool.org.uk
Website: www.audenshawschool.org.uk
Twitter: [@AudenshawSchool](https://twitter.com/AudenshawSchool)

19 August 2020

Dear Parent/Carer

We have been working hard to prepare for your son's safe return and we look forward to welcoming the whole school back in September. Your son will access all of his subjects, as part of a broad, balanced and ambitious curriculum. However, they will now be taught in year group 'bubbles' in a designated area of the school, away from other year groups. Our safe return will require **all staff, students and parents/ carers** to follow the rules on social distancing, increase hygiene measures and commit to their full engagement with the government 'Track and Trace' scheme.

In order to ensure the safe return of all staff and students we would ask you to read the following instructions and guidance:

All students will be required to wear a face covering. This falls in line with government guidelines for use on public transport and for all children, over 11, when in public indoor spaces. Students will not be required to wear these in the classroom but will need to wear them when moving around school, queuing for lunch and in the event of an emergency evacuation. This decision has been made in the best interests and well-being of all staff and students.

In addition, we would ask you support the school by ensuring you do not take your son out of school for appointments during the school day. This is to reduce the number of students leaving and entering the school site. We would also ask that you ensure your son's Parent Pay account is fully topped up, as we will not be able to call or make arrangements to contact you over our very busy lunch period.

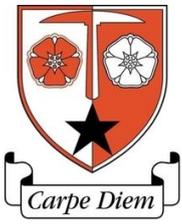
This will be a very busy and challenging time for the school, so if you have any questions or queries please do not telephone the school unless it is an emergency. Instead, please email admin@audenshawschool.org.uk and we will arrange for a response as soon as possible. All our staff will be working together to provide increased supervision and support to our students and therefore need to be available for this in the first instance. In addition, the number of visitors to our school will be kept to a minimum and visits will only take place if arranged by the school in advance.

We thank you for your continued support and look forward to a safe and happy return in September.

Mrs J Saw
Principal

RESPECT • RESPONSIBILITY • RESILIENCE





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INSTRUCTIONS FOR THE SAFE RETURN TO SCHOOL.

Dates for return to school

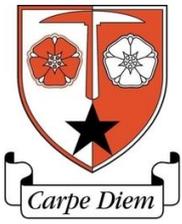
- Tuesday 1st and Wednesday 2nd September. **Staff INSET.**
- Thursday 3rd and Friday 4th September. **Year 7 Transition.**
- **Monday 7th. All students return. Year 7 – 11.**
- Students will not be able to access the school site before their allocated time.
- **Year 7, 8 and 9.** School starts at **8:20**. Students must arrive between 8:10 and 8:20.
- **Year 10 and 11.** School starts at **8:45**. Students must arrive between 8:35 and 8:45
- Students will use dedicated year group entrances and exits. Students must not congregate on Hazel Street.
- Year 7, Year 8 and Year 11: Back gate
- Year 9 and Year 10: Front Gate
- All students will follow a standard timetable and will access all their subjects from September.
- All students will stay in year group zones of the school in their year group bubbles.

Equipment and uniform

- **All students will be required to wear a face covering** when moving around the school site, when queuing for lunch and if there is an emergency evacuation.
- Students must have a plastic bag or pouch to keep their face covering in.
- Students must have a responsibility for their own equipment, and they must ensure that these are not shared with other students.
- **Students must bring a pencil case with the following equipment: pen, pencil, rubber, ruler, calculator and a 12 pack of coloured pencils. Bring spares of each, as students will not be able to share equipment.**
- Students must bring their own pack of tissues to support 'catch it, bin it, kill it' guidelines.
- Students must bring in a water bottle and packed lunch (if required).
- Students must bring in a snack, as there will be no food served at break time.
- No water will be available from water fountains on site, as per government health and safety guidance.
- Students must wear full uniform at all times and have the relevant PE kit

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Precautions and travel

- If your son is showing any symptoms of Coronavirus, they **must not attend school**. Symptoms are: a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste.
- If this is the case, please notify school and get tested immediately. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- Where possible cycle or walk to school – by using public transport, you place yourself at a higher risk.
- You must wear a face covering if you use public transport.
- **No parents should drive their children on to Hazel Street. Hazel Street will be closed between 7.45 and 8:45 and 14:15 and 15:15.** We must avoid congestion where necessary and allow students, staff and parents to socially distance when accessing the site.
- All parents must ensure that their contact details are up to date on the school system and that they can be contacted immediately in the case of an emergency.
- Parents must **collect their son immediately** if they are displaying symptoms and need to go home.

Arrivals, Departures and Movement round the school.

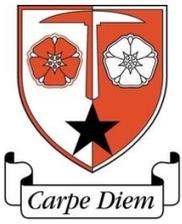
- Students will enter school through their designated entrance at the agreed time
- There will be markers on the floors to support students with social distancing.
- Students will leave in a staggered fashion, keeping their distance and using the markers on the floors as a guide. This will be supervised by staff at all times.
- Movement around the school will be limited. When the students leave their Year Group bubble to go outside for break, lunch or outdoor learning, they will follow the markers on the floor to ensure they stay an appropriate distance from their peers and adults.
- Students will follow an adult from their bubble on their designated route.
- Students will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus by raising their hand. They must then immediately report to Student Services to be supported by a trained First Aider.

Hand washing and Hygiene

- Students will be expected to follow all hand washing and hygiene routines while in school.
- Students will wash hands /use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day. This will include the start of every lesson.
- Students must follow the 'catch it, bin it, kill it', mantra. If they need to cough or sneeze, they should use a tissue or the crook of their arm.
- Students will be reminded not to touch their face, mouth, nose or eyes while at school.

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- When students enter their bubble, they will be expected to go straight to their desk. Classrooms have been adjusted to ensure that students sit side-by-side and are forward facing. Their teacher will remain at the front of the class at a distance of 2 metres.
- Students will put their hand up if they require an adult's support. It is imperative that they do not get out of their seats until they are appropriately supervised. Teachers will ensure that students, wherever possible, adhere to social distancing measures.
- Where students are not complying or refusing to comply with hand washing and hygiene measures, disciplinary procedures and sanctions will be used (see below).

Toilets

Each Year Group 'bubble' will have their own allocated toilet to use. These will be sign posted. Students will be supervised and encouraged to use the toilets one at a time. When a student has finished in the toilet, they must wash their hands. Soap and paper towels will be provided.

Break times

Students will have a designated place to play during break times. Students will be expected to remain socially distant from both peers and adults during play and break times. Students must stay in their designated zones at all times. Students must bring their own snack, as food will not be served at break time.

Behaviour in school

In addition to the existing behaviour policy, Audenshaw School is now a **non-contact** school. **Students are not permitted to touch one another. Students that deliberately touch or make physical contact with one another will be sanctioned** (as below). This decision has not been made lightly, but it is absolutely necessary to ensure student and staff safety.

If a student's behaviour is deemed 'high risk', for example, if they are wilfully refusing to adhere to safety measures, such as neglecting to hand wash, social distance, remaining in their bubbles, then their parents will be contacted and the following sanctions and disciplinary procedures will be used:

- An initial verbal warning
- Yellow card detention for 30 minutes after school in Year Group bubbles
- Red card detention for one hour after school in Year Group bubbles
- A period in Isolation
- If the health and safety of other students and staff members are put at risk by the students not adhering to social distancing measures, then the parent/carer will be expected to collect the student immediately and a fixed term exclusion will be applied in line with Exclusion guidance.

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