

The Archer Academy Student Guide

COVID information: September 2021

COVID19: suspected symptoms or a confirmed case

Students should follow public health advice on when to self-isolate and what to do:

- It is a legal requirement for an individual to self-isolate if they are told to by NHS Test & Trace because they have been a close contact of a positive person
- Students should self-isolate immediately, and seek a PCR test, if they develop any symptoms
- Students should self-isolate immediately if a household member is symptomatic or tests positive,

An individual does not have to self-isolate if:

- The individual is double vaccinated
- The individual is under 18.

However, such individuals are still advised to:

- Get a PCR test
- Consider limiting contact with people who are more at risk of COVID19

Students should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

Your parents should contact the school office, at the earliest opportunity, if you are displaying symptoms to secure support but also to enable the wider community to be protected. If a household member tests positive, we would advocate a student taking a PCR test before attending school to protect the wider community.

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a student becomes symptomatic at school. We will contact parents and ask that they are collected. A symptomatic person should not travel on public transport. As far as is possible, students will wait to be collected outside. Students will be supported by members of staff who will wear PPE. Any siblings should also take a PCR Test.

Lateral Flow Testing

All students will take part in on site Lateral Flow Testing to support a safe return to school. Students will complete two Lateral Flow Tests. Parents will be informed if the test is positive but should otherwise assume that it is negative.

All members of the school community, staff and students, will take part in twice weekly home testing from Friday 10th September. Test kits will be distributed by the school following the second on site test. Please ensure these are stored safely at home.

All members of the school community are asked to test on a Monday and Friday morning. Each test should be uploaded to the school system to enable us to monitor and track infection levels.

If a student receives a positive Lateral Flow Test, they must self-isolate immediately, inform the school and seek a confirmation PCR Test. If a PCR Test is taken within 2 days of a positive Lateral Flow Test but is negative, it overrides the Lateral Flow Test and the student can return to school, as long as they do not have symptoms.

Contact Tracing

You should expect to be asked to sit in a specific seating plan for all lessons and activities to support school with monitoring close contacts.

Remote Learning

If a child is required to self-isolate or if the school is required to put in place short term attendance restrictions, remote learning lessons will be set via MS Teams. Virtual lessons will be delivered wherever possible.

Control Measures

The maintenance of control measures remains of the most importance are:

Cleaning and Hygiene Arrangements: we have maintained on our on-site daily cleaner at both campus sites. Students will be asked to wash their hands/sanitise as they arrive at school and throughout the day. The dining room will be cleaned between each year group. Regular deep cleans will be scheduled.

Face coverings: We will require all students and members of staff to wear face coverings in communal areas and when moving in corridors. This is to further minimise all risks but also to enable us to start the term with all new routines in place. Students are not required to wear a face mask in the classroom but may do so if this increases their confidence and wellbeing. Staff will not wear face masks in the classroom, when teaching, but may wear a visor.

We would appreciate parents discussing the issue of face masks at home. Your child needs to come to school with:

- A **face covering**.
- A **sealable plastic bag** to keep their face covering in when they are not using it so that it does not contaminate (or get contaminated by) other surfaces in school

Face masks will be kept in school, but these will be for emergency use only. Students should carry their own.

If your child is exempt from wearing a face mask, please confirm this with the school and they will be issued with a badge.

Ventilation: windows and doors will be kept open in classrooms to enable effective ventilation.

We will begin the term with year group assemblies and larger year group activities; however, these will be kept under review. Where appropriate, we may move larger activities outside.

Expectations for behaviour and conduct

The same high standards of behaviour and conduct remain in place at the Archer Academy, with our central school rule of 'Work hard and be nice to people' never having been more important. As ever, we expect all students to model and mirror the Archer Way.

However, to keep everyone safe expectations on students to follow very specific rules during the school day are of the paramount importance. We expect students, following their Induction Programme, to follow the rules without question. There will be no tolerance for the deliberate floating of rules as this increases risk for all.

The Home School Agreement COVID19 Addendum outlines our refined expectations carefully. However, parents are asked to support us in ensuring that students are clear in our expectations that rules surrounding punctuality, the One Way System, hygiene and handwashing and minimal mixing across 'Year Group Bubbles' are adhered to.

Consequences will be applied should a student not follow expectations and parent support is expected here.

Arrival and Dismissal at School

Each year group has been allocated a slightly staggered arrival time and a designated location, where they will be met and registered by a member of staff.

It is essential that students arrive punctually, at their allocated time – not before or after. Consequences for lateness will be strictly enforced.

You will line up for lessons 1, 3 and 5 in your year group allocated zone.

Students will be directed by their teacher/tutor at the end of the school day and will be asked to leave promptly, through their designated exit. Again, a slightly staggered dismissal time will be in place.

Timings for arrival and dismissal

Lower School		
Year Group	Arrival Time & Location	Dismissal Time & Location
7	Arrival by the Central Green Gate Grass Area: 8.15am to 8.20am	Monday & Wednesday: Central Green Gate 3.30pm Tuesday & Thursday*: Central Green Gate 3.00pm Friday: Central Green Gate 3.00pm
8	Arrival by Schools Plus Gate Playground: 8.15am to 8.20am	Monday & Wednesday: Schools Plus Gate 3.35pm Tuesday & Thursday: Schools Plus Gate 2.55pm Friday: School Plus Gate 3.05pm
9	Arrival by the Central Green Gate Astro: 8.20am to 8.25am	Monday & Wednesday: Central Green Gate 3.40pm Tuesday & Thursday: Central Green Gate 3.00pm Friday: Central Green Gate 3.10pm
Upper School		
Year Group	Arrival Time & Location	Dismissal Time & Location
Students must access the school via the Causeway. Students should not walk in groups and be mindful of social distancing and members of the public. Students must not congregate outside or around the Tube Station.		
10	In front of the school: 8.10am to 8.20am	Monday & Wednesday: Causeway Gate 3.30pm Tuesday & Thursday: Causeway Gate, 3.00pm Wc 20th September on Tuesday Enrichment/Archer Plus will start. 4.00pm dismissal. From Half Term, 4pm dismissal on Tuesday and Thursday.

		Friday: Causeway Gate 3.00pm
11	In the back garden and benches area, moved to the area in front of the school once Year 10 have been taken into the building: 8.20am to 8.30am	Monday & Wednesday: Causeway Gate 3.40pm Tuesday & Thursday: Causeway Gate 3.10pm Wc 13 th September, Enrichment/Archer Pus Starts. 4.10pm dismissal. Friday: Causeway Gate 3.10pm

*Lower School students will finish school from 4.05pm, staggered timings, in the Wc 4th October on Tuesday and Thursday for their Enrichment Fairs. Enrichment will commence in the Wc 1st November, 4.05pm finish with staggered timings on Tuesday and Thursday.

Enrichment/Clubs and After School Activities

Enrichment/Archer Plus for Upper School will begin at the following points.

- **Year 11:** Wc 13th September, Tuesday and Thursday classes. Please see year group specific communication. Students will make their termly choices in the Wc 6th September.
- **Year 10:** Wc 20th September, Tuesday classes. Please see year group specific communication. Students will make their annual accredited course choices in the Wc 13th September. Students will make their termly choices, for Thursday classes, in the Wc 4th October and these classes will start in the Wc 1st November.

Our Schools Clubs timetable will begin in the Wc 13th September and will be published in the school newsletter and on the website. This will include lunchtime and afterschool clubs.

Homework Club for Lower School and Study Hall for Upper School will begin the Wc 13th September. The timetable and locations will be published in the school newsletter and on the website.

There will be no facility for Breakfast Club in the autumn term. We open to re-establish this provision in the spring term.

Transport and arrival at school

A reminder that there is no access to Lower School by car from Stanley Road or Eagans Close. Students are encouraged to travel to and from school independently. If parents do drop off and pick up, this must not happen on Stanley Road or Eagans Close but instead on East End Road or Market Place. The Five Bells pub will allow Archer families to use their carpark.

A reminder that there is no access to Upper School via Beaumont Close to parents. Students are encouraged to travel to and from school independently. If parents do drop off and pick up, this should take place in the Tube Station carpark or on The Bishops Avenue.

Cycle racks are available in both buildings and cycling to school is actively encouraged.

Students and parents should not congregate at school entrances and exits at designated arrival and departure times. Social distancing must be observed at all times.

Breaktime and Lunchtime

A slightly staggered process will be in place for break and lunchtime. The staggers have been reduced from last academic year.

The Dining Room will be operational from Monday 6th September.

Students will be allocated to zoned areas by their 'Year Group Social Bubble'. Students will be taken to their allocated zone by their session 2/4 teacher. At the end of Break or Lunch students will be asked to line up in their zoned area, registered by their teacher and then escorted into the building.

Break and lunch routines need to be carefully explained and practised by students as part of their Induction Programme. This is to ensure that all students can enjoy their social time but also protect the 'Year Group Bubbles' and minimise social contacts. This will be reviewed at the end of September.

We will continue to use the swipe card payment system introduced last September, as opposed to the biometric finger print system, for hygiene reasons.

New Year 7 students will be issued with their swipe cards on Monday 6th September. The system for topping up ParentPay remains the same and the cost of food and drinks will be deducted in the same way from the ParentPay Account. It will be essential that students carry these cards safely and do not lose them. A nominal charge of £1 will be added to ParentPay to cover the cost of the card and there will be a £1 charge for lost cards.

Timings for break and lunch

Lower School		
Each year group will be directed to a queuing location for the Dining Room.		
Year Group	Break Time & Location	Lunch Time & Location
7	Grass Area: 10.25am to 10.45am	Grass Area: 12.30pm to 1.20pm* 12.20pm start for the first fortnight to support routines.
8	Playground: 10.30am to 10.50am	Playground: 12.40pm to 1.30pm
9	Astro: 10.30am to 10.50am	Astro: 12.50pm to 1.30pm
Upper School		
Each year group will be directed to a queuing location for the Dining Room.		
Upper School students will have the opportunity for recreational at Cherry Tree Woods, in line with usual protocols. Please await year group specific information.		
Year Group	Break Time & Location	Lunch Time & Location
10	Foyer, front of the school: 10.25am to 10.45am	Foyer, front of the school: 12.30pm to 1.20pm
11	Dining Room, back garden, seating area outside: 10.30am to 10.50am	Dining Room, back garden, seating area outside UG07: 12.40pm to 1.30pm

Uniform

Students should wear their full school uniform, including requirements school shoes and the school bag. However, to reduce changing and multiple 'Year Group Bubbles' requiring access to the changing rooms each day, students should wear their Archer PE Kit on allocated PE days on their timetable. Students should arrive in their PE Day in their PE Kit and will remain in it all day.

When a student has a CPA lesson (dance or drama) in the morning, they should come to school in their kit. Students must bring their school uniform with them. Students will change into school uniform at the end of their CPA lesson. A supervision and cleaning plan has been developed to enable effective CPA changing. It is not appropriate for a student to wear their CPA kit to school throughout the day. Please see individual supporting guidance from the CPA Department, published next week.