The school day

The following information outlines the key changes to the school day to allow more students to attend safely.

- Timings
- Travel
- School Uniform
- Equipment
- Catering
- Critical Workers and Vulnerable Children
- Online Learning
Timings

Year 10 and 12 students will be returning to school from Monday 15 June. Each student has been sent a letter with their timetable and plans for returning to school. The start and finish times of the school day will be staggered to avoid large numbers of students arriving and leaving together.

<table>
<thead>
<tr>
<th>Year 10 (Mon, Tues / Thurs, Fri)</th>
<th>Arrive</th>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups 1, 2, 3</td>
<td>8:50am</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Groups 4, 5, 6</td>
<td>9:50am</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Vulnerable Students (All week)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band A</td>
<td>9:15am</td>
<td>1:45pm</td>
</tr>
<tr>
<td>Band B</td>
<td>10:30am</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Year 12 (All week)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band A</td>
<td>8:20am</td>
<td>11:30am</td>
</tr>
<tr>
<td>Band B</td>
<td>12:20pm</td>
<td>3:30pm</td>
</tr>
<tr>
<td>Year 10 Disadvantaged (Wed only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band A</td>
<td>8:50am</td>
<td>12:00pm</td>
</tr>
<tr>
<td>Band B</td>
<td>9:50am</td>
<td>1:00pm</td>
</tr>
</tbody>
</table>

Students will need to arrive 10 minutes before the start of the lesson, wash their hands and then go straight to their classroom. Free school meals should also be collected during this time.

Travel

The government is advising people to avoid using public transport where possible and especially at peak times. Students should walk or cycle to school. Please note that school buses are not currently running.


School Uniform

Students must wear their school uniform, except for the school tie. We recommend that you wash any clothes worn at school as frequently as possible.

Equipment

Students will only be allowed to bring a calculator with them. Bags and other equipment must not be brought into school. All stationery and resources will be provided.

Catering

There are no catering facilities within school. We recommend students bring in a snack and a bottle of water.

Critical Workers and Vulnerable Children

School will continue to have provision in place for vulnerable children and the children of critical workers to attend school every day, as they do now.

Online Learning

We will continue to provide the same high quality of education and pastoral support for those students learning from home. All home learning resources, along with useful advice about working from home and looking after your mental health are on the website: [archbishopholgates.academy/home-learning](http://archbishopholgates.academy/home-learning)
Keeping our school safe

We are implementing the following measures in school to help keep our students and staff safe.

- Hygiene
- Social Distancing
- Signage
- Cleaning
- Visiting School
Hygiene

Students will wash their hands as soon as they arrive at school and before leaving. They will also wash them more frequently throughout the day, such as after break times and before and after eating. There will be additional hand washing stations in school and students will be instructed to wash and dry their hands thoroughly.

Hand sanitisers, tissues and lidded waste bins will be in every classroom. Students will be asked to use a tissue if they cough or sneeze and to put it in the bin immediately after. All classrooms will be kept well ventilated throughout the day.

Social Distancing

Students will be kept in small groups with a maximum of 15 students and 2 members of staff. Most groups will be smaller than this. The groups will be kept separate at all times, including break and lunch times. Social distancing will be observed within each group. Only 25% of Year 10 and 12 will be in school on any one day. Students will be taught in the same classroom for all of their subjects to avoid moving around the school site. The layout of classrooms has been changed to ensure students are sat at least 2 metres apart. All corridors and classrooms have floor markings to show the appropriate amount of social distancing.

Signage

Signage has been installed in classrooms, corridors and toilets to remind both students and staff about the importance of good hygiene practices and the need for social distancing. In addition to hand washing stations there are also hand sanitising points at key areas around school. We have introduced a one-way system in the school buildings to further ensure social distancing can be maintained.

Cleaning

The schools cleaning regime has been updated to include regular daily cleaning of high use areas, such as table tops, door handles, light switches and railings.

All classrooms will have a supply of cleaning products. Stocks of all cleaning products, cloths, hand sanitisers, soaps, tissues and paper towels will be closely monitored and replenished when necessary.

Enhanced cleaning in school will take place on a Wednesday, Friday and Saturday. Equipment will be sterilised each evening where appropriate.

Visiting School

No visitors or contractors will be allowed on site unless absolutely necessary or in the case of an emergency. Parents will not be allowed in the school building.
About coronavirus (Covid-19)

Information on the symptoms of coronavirus and the protective measures within our school.

- Symptoms of Coronavirus
- Personal Protective Equipment (PPE)
- Clinically Extremely Vulnerable Children
- What if a student has coronavirus like symptoms at school?
- Coronavirus Testing
Symptoms of Coronavirus

The symptoms of coronavirus (Covid-19) are usually mild, but some people can become very unwell. The main symptoms are:

- high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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.


Clinically Extremely Vulnerable Children

If your child is classed as clinically extremely vulnerable due to a pre-existing medical condition and has been advised to shield, we do not expect them to return to school and they should continue their learning from home. If your child is clinically vulnerable making them more at risk, parents should seek medical advice before their child returns to school. If a parent or someone in the same household is classed as extremely clinically vulnerable, it is advised that children should only attend school if the stringent social distancing measures can be adhered to.

What if a student has coronavirus like symptoms at school?

We have procedures in place for dealing with potential coronavirus cases within school. Parents will be contacted and asked to collect their child immediately.

Personal Protective Equipment (PPE)

Our staff will have access to PPE, if required, when dealing with a first aid or intimate care related situation. The relevant members of staff will be trained in the correct use and disposal of PPE.

Coronavirus Testing

All staff, students and family members in the same household will be eligible for testing if they develop coronavirus symptoms. For more information on testing, please visit: [www.gov.uk/government/publications/coronavirus-covid-19-getting-tested](http://www.gov.uk/government/publications/coronavirus-covid-19-getting-tested)
Safeguarding

There will be a Designated Safeguarding Lead (DSL) on duty in school at all times. If you are concerned about a child’s welfare please contact school and ask to speak to the DSL.

If you think that a child or young person is being abused or neglected call the Children’s Front Door on **01904 551900** or email childrensfrontdoor@york.gov.uk.

Outside office hours, at weekends and on public holidays contact the emergency duty team on **01609 780780**.