

UNIVERSITY ACADEMY  
**HOLBEACH**



UNIVERSITY OF  
**LINCOLN**

## **University Academy Holbeach**

**Handbook for Parents/Carers and Pupils:  
Full Opening: Thursday September 3<sup>rd</sup> 2020**

Dear Parent/Guardian

I hope that you and your family have managed to enjoy some rest during the summer break.

As you are aware, pupils are expected to make a return to school in September and we are very much looking forward to welcoming all our learners on Thursday September 3<sup>rd</sup>.

As I am sure you are aware, there have been many developments in recent weeks regarding the full opening of schools.

This booklet contains information and details regarding your child's return to school and, I hope, answers many of the questions that you might have.

Details for links to guidance and websites to which I make reference can be found at the end of the document. In addition to this, the details for staff with whom you may wish to make contact are also listed.

A map with entry points to the site can be found on the final page.

I wish you well for the remaining week and look forward to your child joining us next week.

Yours sincerely

A handwritten signature in cursive script that reads "S Paige".

Miss Paige

Principal

## **Term Dates**

All year groups 7-13 will return to school on Thursday September 3<sup>rd</sup>.

## **Organisation of Pupils**

Pupils will remain within year groups, including at break and lunch.

Requirements for social distancing, where possible, means that pupils will be taught in 'zones' and teachers will move to the pupils for different lessons. Pupils will move between the rooms within their zones if necessary. The exception will be where pupils are accessing PE or other specialised teaching areas such as DT and ICT.

Where pupils previously worked in 'pods' of 10 pupils, this will now increase to the 'pod' being the size of the year group. Desks and chairs will be front-facing and pupils will share resources within the year pod.

Due to the need for social distancing changes have been made to some class sizes and tutor groups. It has been necessary, in some cases, to reduce the number of teaching groups and tutor groups.

Pupils in Years 12 and 13 will be organised according to their subject choices and not solely by their year group.

## **School Day and Start Times**

As many of our pupils use school buses and public transport, staggered start times are not feasible and also place restrictions on parents/carers who have children in more than one year group.

Start time: 8.40am – unless arriving by school transport, pupils should **not be on site before 8.20am**.

End of the day:

Year 7 – 3.15pm

Year 8 – 3.20pm

Year 9 – 3.25pm

Year 10 – 3.30pm

Year 11 – 3.35pm

6<sup>th</sup> Form – 3.40pm/ 4.30pm

Apprentices – 3.45pm/4.35pm

The end of the school day has been arranged to be staggered to allow for pupils to be escorted to the school buses. The timings will be reviewed and changed where necessary. If your child needs to remain on site until 3.55pm please contact the Learning Coordinator for your child's year group.

Parents/Carers are asked not to gather at the school gates or on the pavements in order that pupils can make their way home as safely as possible.

## **Arrival at School**

Pupils will be required to enter via designated routes to allow for social distancing between the year groups. They will go directly to their allocated rooms where they will be met by their tutor.

On arrival to school pupil will be met by staff and guided to sanitise their hands at the stations provided. These will be located at various points including on external walls.

Pupils who arrive by bike will need to access the bike racks via the service road. Staff will then guide them to their designated classroom.

**Tutor Groups and Learning Coordinators**

The groups have been reorganised to work within Government guidelines. Learning Coordinators will contact you prior to the start of school if your child has moved group. This is likely to be the case if your child can no longer see their group in the table below. It is anticipated that once we are able to work under less constraints that the tutor groups will be reinstated.

Staff will be present at the start and end of the school day to guide pupils in the right direction.

**Year 7: Mr Sadd**

**Entry and Exit Point:** From Park Road, access the left hand side of the path and pass alongside the field. Enter via the external classroom doors.

Tutor Group	Room	Tutor Group	Room
7A	1	7F	8
7C	2	7G	5
7D	3	7H	6
7E	4	7I	7

**Year 8: Mr Jesson**

**Entry and Exit Point:** From the service road via the 6<sup>th</sup> Form Gates. Follow the route along the Construction Block. Cross the yard in front of the Sixth Form Study Centre to the back of the main building. Enter via the back doors adjacent to room 12.

Tutor Group	Room	Tutor Group	Room
8A	12	8E	21
8B	11	8F	22
8C	10	8G	23
8D	9	8H	24

**Year 9: Mrs Dover**

**Entry and Exit Point:** From the service road via gate by the buses. Follow the route to Harrison House

Tutor Group	Room	Tutor Group	Room	Tutor Group	Room
9A	H6	9E	H9	9I	H1
9B	H2	9F	H3		
9C	H4	9G	H5		
9D	H8	9H	H7		

## **Year 10: Mrs Westwell**

**Entry and Exit Point:** From Park Road, follow the right hand path towards Pupil Reception. Take the first staircase to the 1<sup>st</sup> floor

Tutor Group	Room	Tutor Group	Room
10A	20	10E	14
10B	19	10F	13
10C	17	10G	15
10D	16	10H	18

## **Year 11: Miss Hall**

**Entry and Exit Point:** From the service road, enter via the gate next to the bike sheds. Cross the pedestrian crossing. Enter via the PE external doors. Follow the PE corridor and cross through the bag area. Cross the yard towards the Science Block.

Tutor Group	Room	Tutor Group	Room
11A	SC1	11E	SC5
11B	SC2	11F	SC6
11C	SC3	11G	SC7
11D	SC4	11H	SC8

## **Year 12 AND Year 13: Mr Raven**

**Entry and Exit Point:** From the service road, enter via the Sixth Form gates and follow one of the two designated routes. These are detailed below. Lessons will start at 9.05am. Please avoid being on site before 8.40am. This will allow you to remain distanced from the other year groups.

### **Vocational Level 3 and A-Level students**

Please follow the middle route between Construction and Motor Vehicle. Continue towards the Sixth Form Study Centre and use the sanitiser before you enter the building. This will be your base. You will have access to the Common Room to purchase food between 12.25-12.40pm.

### **Technical Students**

Please follow the route alongside Motor Vehicle and enter the Sixth Form Block and go to the Common Room. This will be your base and you will be able to buy food from here at 12.45pm.

### **Transport**

As you are aware, the Government has requested that, where possible, pupils should avoid using public transport. However, if this is not possible it is important that your child follows the guidelines that have been issued in relation to social distancing and the wearing of face masks.

Pupils are required to wear a face mask on all transport to and from school. When this is removed upon arrival to the designated zone it must be placed in a plastic bag for use at the end of the day.

Where pupils access school transport they will be escorted to the buses at the end of the day having sanitised their hands. They will be guided on where to sit for all future journeys. It is important that you make yourself aware of the latest guidance and that you ensure your child understands the role they have to play in managing safer travel.

The latest guidance from Lincolnshire County Council can be found on the school website. A link to this was sent to you by text on Monday August 24<sup>th</sup>.

### **Break and Lunch**

Such breaks will be staggered to allow for the cleaning of tables and to ensure social distancing. We feel that it is important to allow pupils social time whilst adhering to the guidelines. The staggering of the breaks will not impact upon curriculum time.

Break will be staggered between 9.45am and 10.20am.

Due to the additional strain on catering, we will not be able to provide food and drink at break. Pupils will be required to bring snacks and a drink should they require them. Pupils are advised to bring water to school in a reusable bottle as the water fountains will not be in use. This is an additional safety measure.

Lunch will be at the following times:

Year 7	12.25-1.25pm
Year 8	11.25-12.20pm
Year 9	11.25-12.25pm
Year 10	11.25-12.25pm
Year 11	12.25- 1.25pm
Year 12/13	12.25-1.25pm

Please note these times if you wish for your child to go home for their lunch. It is important any child who goes home for lunch does not mix with other pupils during this time. They must ensure that they sign out at Pupil Reception and arrive back in time for the afternoon lessons. Pupils **are not permitted** to go into Holbeach for food. Where it is found that the expectations are not being followed, the lunch pass will be removed. This is important to enable the school to work safely within the guidance.

Unfortunately, we are not able to provide breakfast at this stage due to the additional catering requirements. Pupils may find that the menu range has been reduced. However, meals will continue to be nutritious and of good quality.

**Free school meals** will continue to be provide for eligible pupils. If you feel that your child is entitled to free school meals applications can be made via the Lincolnshire County Council website. Details can be found on the school website.

The pay stations will be disabled to prevent the transmission of germs. Payments for meals should be made via Parent Pay. Alternatively, cheques or cash payments will be collected at morning registration and taken to the finance office. Envelopes must be sealed and clearly labelled with:

- Your child's name and tutor group
- The method of payment – cheque or cash
- The amount of the payment

It will be useful to ensure that accounts have adequate funding to cover for meals at the start of the week, thereby allowing enough time to process payments.

### **Attendance**

In line with Government guidance pupils are expected to make a full return to school. The school will register pupils as usual. Truancy Call will be used to follow up any unexpected absences and attendance will be routinely monitored.

## **Uniform**

We expect that pupils will return to school in full uniform. The school policy will apply with expectations regarding skirts, piercings, hair colouring and the wearing of shoes. Government guidance states that school uniforms do not need to be subject to any special cleaning above and beyond that of other clothing.

Pupils should have their PE kit available.

## **Movement around School**

Movement around the school will be restricted as much as possible with pupils remaining in the zones they are allocated where possible. Pupils will be expected to remain in their 'pods' as they move between rooms with the exception of when using facilities such as the toilet.

## **Face Coverings**

All pupils and staff will be required to wear a face mask in communal areas. These need to be appropriate for school and, when removed, should be kept in clean storage such as a bag. It is important that all face coverings are appropriate for school and do not include such things as a balaclava.

Masks must not be decorated in inappropriate or offensive markings.

Upon arrival on the school site pupils will need to wear their face covering as they make their way to their tutor room or designated area. These can then be removed once pupils have sanitised their hands. It is understood that some pupils may wish to continue to wear their mask due to health concerns.

## **Personal Protective Equipment (PPE)**

The Government has recommended that staff and pupils do not need to use PPE except in certain circumstances. Such instances might be where a child is displaying symptoms of Covid-19 and staff cannot maintain a distance of 2 metres, or where they feel it is necessary.

PPE will also be used by staff where they are providing care or dealing with an injury or accident. Some staff may choose to wear PPE at other times.

## **School equipment**

Items brought into school should be kept to a minimum:

- Essential medication and medical equipment
- Coats and essential outdoor wear
- Packed lunch and water bottles
- Stationery and books/l-pads/Chromebooks
- Clean PE kit and school bag – only when necessary

Classroom resources such as textbooks will be kept with the year pod. Shared school equipment will be cleaned between each use and left idle for 48-72 hours where required.

Pupils should not share equipment that they have brought from home. It is important that your child is correctly equipped as the sharing of pens etc. will not be permitted between pupils.

Pupils should be equipped with:

- Pens (blue or black ink as a minimum)
- Pencils

- Eraser
- Sharpener
- Colouring pencils
- Highlighters
- Glue stick
- Ruler
- Calculator
- Geometry set for Maths

**Lockers will not be** available due to pupils being located in specified zones. Any equipment, where necessary, can be left in their tutor rooms. However, space is limited so pupils must not attend with items they do not need.

### **SEND (Special Educational Needs and Disabilities)**

The SENCO and other key members of staff will continue to support pupils in their return to school.

If your child has an ECHP plan you will be contacted to ensure all necessary provision is made for your child returning to school.

### **Protecting Clinically Vulnerable Individuals**

If your child has an underlying health condition and feel that you need support for your child return to school please contact Dr Milne.

It may be that you wish to speak to your child's GP to determine any additional safety measures that need to be put in place.

### **Pupil Wellbeing**

We are aware that the current situation has impacted pupils in many different ways. Your child will be able to talk to pastoral staff upon their return to school. If your child has any concerns or issues that we have not been made aware of during the closure and you have any concerns please do not hesitate to contact the Learning Coordinator for your child's year.

### **School Curriculum**

Pupils will return to a broad and balanced curriculum and will resume their studies. All pupils will be provided with their new timetable upon their return to school.

We will focus on supporting our pupils as they return to school and to their face to face lessons.

Over the coming weeks teaching staff will identify any gaps in pupil knowledge and identify support that is needed. We understand that the closure will have impacted on learning in many different ways and are identifying different opportunities that will help pupils as the year progresses.

### **Extra-Curricular Activities**

It is not possible, at this time, to provide all activities at the start or during the school day. This includes school trips, sporting fixtures and music clubs. Pupils will be informed as and when activities become available.

### **Visitors on site**

Only visitors who have been invited will be able to enter the school building. This will be to provide services that are essential to the building or for the education of our pupils.



If you have any concerns regarding your child, please contact the school office or the Learning Coordinator. Meetings will only be held where necessary and where it is safe to do so.

### **Infection Control**

As a school we have planned a series of measures to prevent the risk of infection and we will be re-enforcing the rules to ensure good hygiene. We expect pupils to follow the rules which will be reinforced by staff. These will include:

- Sanitising hands upon arrival and at various points during the day.
- Sanitising hands upon entry and when leaving the classroom.
- Careful cleaning of hands prior to and after eating.
- The 'Catch it, bin it' approach for containing coughs and sneezes.
- Posters will be displayed around the school, in toilets and in classrooms.
- Sanitiser boxes in each classroom containing gloves, sanitiser, tissues and sanitiser spray.
- Frequent cleaning of toilets, door handles and communal areas using a 'fogging' machine.
- Frequent cleaning of touched surfaces.

The school has operated a Covid-19 cleaning regime since February and the site also underwent a deep clean during the summer break.

### **Procedures for Illness**

Your child must not attend school if they are displaying symptoms of Covid-19:

- a high temperature
- a new continuous cough – coughing a lot for more than an hour or three or more coughing episodes in an hour
- a loss of, or change in their normal sense of smell or taste

Please contact the NHS to arrange for testing and inform the school office of the absence.

Your child should self-isolate for at least 14 days. Siblings will need to self-isolate for 14 days from when the symptomatic person first had symptoms.

Please contact the school if your child has been asked to self-isolate. Arrangements regarding school work will be made.

### **Procedures for Pupils Becoming ill at School**

If your child shows symptoms of coronavirus the school will take the following actions:

- Remove the pupil to a designated area.
- Contact parents/carers – please ensure all details are up to date.
- Supervise the child while they await collection.
- Clean areas that the child has visited.
- Contact the local health protection team and follow the definitive advice provided
- Contact home where a pupil needs to self-isolate.

### **Behaviour**

Pupils will be encouraged and reminded, where necessary, of these expectations. We hope that all our learners will work with us to ensure that our new way of working is effective and beneficial to all within the school. Where a child is deemed to be deliberately or persistently ignoring the behaviour expectations

sanctions will apply. Pupils must not conduct themselves in a manner that puts the safety of fellow pupils and staff at risk.

### **Risk Assessment**

University Academy Holbeach has carried out a thorough risk assessment to mitigate the risks of a full reopening. This is a live document and will be reviewed after the start of the new term.

A copy of the risk assessment is available on the school website in the folder titled: Covid Information.

### **Useful contacts**

School number: 01406 423042

Email : [enquiries@uah.org](mailto:enquiries@uah.org)

Website: [www.universityacademyholbeach.org](http://www.universityacademyholbeach.org)

SENCO, Dr Milne : [Stephen.Milne@uah.org.uk](mailto:Stephen.Milne@uah.org.uk)

Learning Coordinator :

Year 7: Mr Sadd : [James.Sadd@uah.org.uk](mailto:James.Sadd@uah.org.uk)

Year 8: Mr Jesson : [Mark.Jesson@uah.org.uk](mailto:Mark.Jesson@uah.org.uk)

Year 9: Mrs Dover : [Poppy.Dover@uah.org.uk](mailto:Poppy.Dover@uah.org.uk)

Year 10: Mrs Westwell : [Carla.Westwell@uah.org.uk](mailto:Carla.Westwell@uah.org.uk)

Year 11: Miss Hall : [Edwina.Hall@uah.org.uk](mailto:Edwina.Hall@uah.org.uk)

Year 12 /13: Miss Oddie: [Lynda.Oddie@uah.org.uk](mailto:Lynda.Oddie@uah.org.uk)

Head of Sixth Form: Mr Raven: [Garry.Raven@uah.org.uk](mailto:Garry.Raven@uah.org.uk)

### **Documentation**

The following documents have supported preparations for the reopening of the school:

Guidance for full opening: schools:

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

Application for Free School Meals:

<https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

Stay at home guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Track and Trace:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Transport: Lincolnshire County Council:

<https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1>

**Entry Points for Pupils**

Back Gate  
Entry Point for:  
Year 9

Entrance for  
pupils on school  
buses

Bikes

**Service Road**  
Entry point for:  
Pupils on bikes  
Year 8  
Year 11  
Years 12/13



**Park Road**  
Entry point for:  
Year 7  
Year 10