



Student Return to School Guide

Transport arrangements

- All students drive or walk to school where possible
- The school bus will run at normal times, students should wear face masks
- On public transport students are expected to wear face masks

Entrance to school site for pupil and registration

- Parents dropping pupils off in cars can do so Corringham Road, and allow children to walk down Hassenbrook Road
- Pupils will be required to maintain social distancing on their way to school (in groups of six but one metre apart, at least, as stipulated in the government guidelines). Pupils are not to congregate outside of school

School Day and Times

- The students will be separated where possible into two bubbles
- All students on site for 8:20am
- Y7/8 students to enter the school using the Y7/8 pathway to the right of the front school gate
- Y9-11 students to enter the school using the Y9-11 pathway to the left of the front school gate
- Staff will guide students.

Students to gather in two bubbles on KS3 playground (Y7/8) and KS4 playground (Y9-11)
On the first day back students will be asked to line up in tutor groups on their playground prior to entry to school. Staff will guide students.

Lesson 1	8:30 – 9:45
Lesson 2	9:45– 11am
Break	11-11:20am
Session 3	11:20-12:35pm
Lunch/Tutor-time	12:35pm- 1:25pm
Session 4	1:25pm-2:40pm
Students depart	

Attendance Reporting

Attendance will be mandatory from the start of the school year. This means from that point the usual rules apply including:

- Parents must ensure their child attends regularly
- The school must record attendance and will follow up and apply any sanctions including fixed penalty notices in line with the local authority codes of conduct

Lates

- Any student late to school will report to front reception and be subject to a same day break time detention



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Uniform

Students will be expected to wear school uniform to school, please see attached uniform guide:



The Hassenbrook Academy blazer with badge is compulsory. Rain jackets may be worn over blazers, but should be removed before entering the Academy building. Hooded or tracksuit tops must not be worn.

Shirts should be formal collared, plain white in a traditional style, with short or long sleeves, to be tucked into trousers/skirt.

Trousers should be plain charcoal grey or Harrow grey in a traditional style and in a **NON-STRETCHY** fabric.

Skirts to be **KNEE LENGTH**, full pleat in Academy approved plaid and a **NON-STRETCHY** fabric.

Hassenbrook Academy Tie is compulsory. Prefects to wear grey and all other students dark blue.

Sensible black leather shoes/ankle boots, heels to be no higher than 5cm, no stiletto heels. Sports training shoes, sandals, sling back shoes, heavy boots and steel capped boots/shoes are not permitted. Boots must allow trousers to be worn over them. Boots may not be worn with skirts.

Tights must be plain black opaque, alternatively plain black **ankle socks** may be worn instead.

A plain navy blue v-neck jumper or v-neck cardigan may be worn under the Academy blazer (not instead of the blazer) during cold weather. No other item maybe worn under or instead of the Academy blazer.

The following items of jewellery may be worn:

One plain gold or silver stud in the lobe of each ear and a watch. No other items of jewellery or piercings are permitted. No jewellery to be worn during PE lessons.

Please note: A new piercing takes approximately six weeks to fully heal and therefore should be carried out at the start of the summer holidays to ensure the studs can be removed during term time. Any piercing and stud that does not conform to Academy rules will have to be removed regardless of when the piercing took place.



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Make-up

Year 7-9 - no make-up permitted

Year 10-11 - minimal, discreet make-up only

Students who are deemed to have inappropriate make-up will be expected to remove it.

No artificial nails, eyelashes or coloured nail varnish.

Students' hairstyles should be neat, tidy and complement the Academy uniform.

Extreme styles and colours are not permitted .

Eyebrows - natural eyebrows only. No fashion trends permitted.

PE Uniform

Students will need to wear their PE to school on the days they have PE

PE uniform is uni-sex; t-shirt, shorts and socks are compulsory items for all PE lessons

The tracksuit bottom and matching top are optional items

Under no circumstances are the students to wear leggings or tights, hooded tops or plimsoll/skater style trainers

In accordance with Health & Safety regulations jewellery of any sort is not to be worn in any PE lessons/activities, this includes jewellery that has been taped.

No casual or leisure footwear such as Converse or plimsolls are permitted. Failure to comply will result in sanctions being issued.



Equipment

The following items must be brought to school every day:

- Suitable school bag or rucksack, capable of holding A4 size books and folders
- Planner
- Writing equipment including as a minimum two pens, a pencil, ruler, highlighter and rubber
- Maths set (protractor, set square, etc.)
- Calculator
- Correct books/folders and any other equipment needed for the day's lessons e.g. calculator
- Hand sanitiser



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- Reading book

Mobile Phones

We do not permit mobile phones and other mobile / smart devices (including headphones/earbuds) to be used during the school day, without express permission from a member of staff.

To reduce the chance of Coronavirus transmission through use of handheld devices, we will insist that all devices are out of sight on arrival at the start of the school day.

If a pupil fails to comply and is seen with a phone/ mobile or smart device, the item will be confiscated regardless of whether the item is the property of the person in possession of it. It will be securely stored in accordance with the school's mobile phone procedure. The phone will be returned at the end of the school day.

We acknowledge that some parents and pupils may feel safer with access to a mobile phone, particularly in relation to the journey to and from school. Once in school, all communication between parents/ pupils/ school should be done via one of the school landlines.

Curriculum

- Pupils will be taught in bubbles KS3/4 and in set classes (usually sets) for EBAC subjects, they will stay in the same rooms for these subjects
- Pupils will be taught in tutor groups (Y7-9) or option classes (KS4) for foundation/specialist subjects
- Pupils will go straight to lesson 1 and register in their home room year zones, tutor time will be later in the day
- After school clubs/intervention and Saturday intervention will run as normal for bubbles

Classrooms

- All student desks to be in rows with spacing as stipulated in government guidelines
- Students sit facing the front

Student Sickness, Hygiene and Social Distancing

Student Sickness:

You must ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Any child or staff member who develops symptoms during the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19, you MUST inform the school as soon as possible.

Hygiene:

Staff and pupils will take every precaution to reduce the risk of virus transmission by regularly washing hands, applying hand sanitiser, keeping work areas clean and making use of the cleaning materials provided. Cleaning staff will work during the day.

Pupils are expected to use hand sanitiser or wash their hands when:

- Entering a new teaching area
- Before and after break

Alongside, should practise good personal hygiene habits in terms of coughing, sneezing and toileting.

Any incidents of spitting chewing gum, deliberate coughing, or sneezing at staff/pupils could result in an immediate fixed term exclusion.



Social Distancing:

All members of the school community and visitors must adhere to the social distancing guidance at all times.

This also includes only using the equipment and resources which have been assigned to each student to avoid cross contamination. Students must apply the method “Catch it, Bin it, Kill it” and then sanitise after they have sneezed or coughed

Failure to abide by Coronavirus related Health and Safety expectations: lack of social distancing, refusal to comply with basic hygiene expectations, deliberate acts of cross contamination for example using equipment or resources which have not been assigned to you or truanting/ walking away from a member of staff which risks cross contamination of Year Group Bubbles and deliberate acts of coughing/sneezing at staff/pupils will result in a fixed term exclusion.

Persistent refusal to comply with coronavirus related Health and Safety expectations, could result in the student being permanently excluded from the school.

Guidance on Face Masks

The Government guidance for schools is based on the recommendation from Public Health England that states:

“Public Health England (PHE) does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.”

We hope that our many measures including to ‘bubble’ children in specific areas of the school, gives you confidence in your child’s return to school.

If, after considering the PHE advice above, you want your child to wear a face covering in school, the following conditions apply, following Government guidance here and here:

- You must contact your child’s Head of Year and provide a note stating why they require a face mask
- Pupils must bring their own new disposable mask each day to ensure minimal risk of infection being brought into a school.
- Reusable masks and face coverings are not permitted.
- All disposable face masks must be worn properly, covering the mouth and nose
- They must be put on and removed properly without touching the front of the mask and stored in a sealable plastic bag (such as a sandwich bag) when not being worn, for example when eating food
- Pupils must clean their hands thoroughly before putting on and when removing a face mask within the school building, either washing their hands or using hand sanitiser
- The disposable face masks must be disposed of in double bagged bins provided by the School



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If you need further support, please contact us and we will consider such requests on a case by case basis. These arrangements are based on current guidance. If there are any changes to the guidance, we will update our advice and let you know.

You will also be aware that the Government has said that children age 11 and over must wear face coverings when using public transport. Any pupil arriving at school wearing a face mask (on public transport or otherwise) must remove the face mask or face covering worn for travelling before they enter the school and clean their hands either by washing them or using hand sanitiser. We appreciate that the above conditions may be challenging for some families.

Break times and lunch times

Break

- Y7-8 pupils go straight to the KS3 playground at 11am to play and then can access the dining room ten minutes later. From 11:10-11:20am they use the external doors to enter and exit
- Tables that have been used and the servery are to be quickly wiped down with anti bac spray
- Y9-11 pupils go straight to the dining room at 11am; they use the internal doors by reception to enter and exit to play and use the KS4 playground 11:00-11:10am

Lunch

- Y7/8 pupils go straight to the dining room; entry and exit is via internal doors, collect lunch and do not sit in, go outside and then go to tutor time in EBACC rooms or line up for assembly in the KS3 playground at 1:05pm
- Y9-11 go to tutor time or line up in the KS4 playground for assembly at 12:35pm then restaurant at 12:55pm, entry and exit is via internal doors

End of break and lunchtime bells

- First bell after break and lunch for Y9-11 go to class, use toilet, 5 mins to get into class
- Second bell for Y7/8 go to class, use toilet, 5 mins to get into class

Food and Drink

- Students are encouraged to bring a pack lunch where possible
- Students should bring their own water to school (no juice or fizzy drink)
- The dining room will be open to serve snacks and lunch
- Students in receipt of free school meals will continue to do so
- All litter should be placed in bins to keep the school clean

Wet break and lunch

Y7/8 Use dining room and outside undercover, stay in dining room once served and use undercover

Y9-11 use assembly hall space once served, maintain social distance

Bell will sound 5 mins early for Y7/8 registration (1pm) and for Y9-11 (1:20PM) and then early at the end of the day by 5 min (2:35pm)

Assemblies

- Will take place in the main hall for Y9-11
- Will take place in the exam room for Y7/8
- No whole school assemblies will take place



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Corridors

- Students will queue outside rooms observing 1m plus distance using markings on the floor
- Staff and students to walk using the one-way system on corridors.
- In one area where this is not possible, a strip of tape will divide the corridor into two distinct 'roads' of travel.
- As on motorways, there will be clear markings on floor to support staff and students maintaining the 'one metre plus distance'.
- Pupils, if they have to move, will go straight to their designated classroom following the route provided to ensure minimal contact with other pupils. Pupils cannot congregate in the corridors or wait for peers
- Fire Doors will remain closed for health and safety reasons whilst other doors on site will remain open wherever possible
- Fire drill procedures will remain as normal
- Entrance for Music, PE, Drama use external door for entrance and internal door for dismissal, Art enter R32 exit R33

Physical Education

- Students will wear school PE kit and follow PE uniform requirements to and from school on the days they have PE
- Changing rooms will not be used

Toilets

- Y7/8 will use A block toilets (labelled)
- Y9/10/11 B Block toilets (labelled)
- Y11 New build toilets
- Staff and students will be expected to use the hand sanitiser before entering the toilet and on exit from the toilet.
- Toilets will be cleaned daily

Medical

- The medical room will be manned by an allocated first aider on duty who will receive additional training
- The first aider on duty in the medical bay will be provided with PPE.
- Staff to email member of staff on duty to collect ill student
- A member of staff will escort pupils who become unwell on school site to the medical bay. Pupils are not to walk on their own for health and safety reasons and to avoid contact with other pupils and staff.
- Pupils who are displaying symptoms whilst in the medical bay will be required to wear a mask to minimise the risk of transmission.

Dismissal

- Students to be dismissed through the front entrance gate and are to go directly home
- Pupils should not congregate outside of the school or any other areas, as social distancing must be applied.
- Pupils waiting at the bus stop will have to remain 1m plus apart.
- Vehicle collections will be on Corringham Road.



Behaviour Protocol

On our return to school, school behaviour expectations will still apply however in the light of government guidelines the pupils will be expected to adhere to the additional behaviour expectations, as stated below.

Behaviour Required of Pupils following Government Guidelines

- Pupils are to remain 1 metres plus apart from their peers and members of staff at all times
- Deliberate contact with another pupil or staff member will not be tolerated.
- Pupils are to adhere to “Catch it, Bin it, Kill it” when dealing with coughing and sneezing. Deliberate coughing or sneezing on another pupil or staff member will not be tolerated.
- Pupils are to remain in their seat whilst being educated in the classroom and to ask permission to leave the classroom at any time.
- Pupils during their break times must adhere to social distancing (1 metre apart) in the same group of six.
- Pupils must remain in all their designated areas with no pupils congregating.

Safeguarding pupils and staff is of the utmost importance, we ask that all staff follow the protocol below when addressing those who cannot conform to the safeguarding rules. We must stress that misbehaviour in the classroom that does not break government guidelines or safeguarding protocol, will follow the Hassenbrook code of conduct:

