

### Family and student information

Please note, most of this document will be discussed with students during the introductory sessions in the first week back. Sections 2-5 are the most important sections to read before term starts.

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#### 1. Looking forward to seeing you!

We are really looking forward to having our community back together. Things will be a bit different and it may take time to get used to school again but we are really looking for 3 key things:

- You come to school
- You do your very best in lessons
- You behave well and follow the Covid 19 safety guidance

The Academy and federation have been working on a plan to support learners back into the Academy.

## 2. What do I need to have ready to come back?

We cannot lend out equipment so it is really important you are fully equipped for school, this includes:

- Full uniform including blazer and tie.
- A school bag large enough to hold all of your belongings.
- Long hair needs to be tied back.
- No rings or bracelets as these interfere with handwashing routines.
- Full PE kit (including molded plastic football boots for the astro)
- A FULL water bottle (labelled with the student's name). There is no access to water fountains.
- A pencil case including pencils, pens, ruler, rubber, pencil sharpener, glue stick, coloured pencils, protractor, compass, a scientific calculator.
- A pair of headphones which are compatible with PCs.
- On rainy days you must have a waterproof coat and / or umbrella – we cannot dry clothes for you!
- Bring only what you need!

## 3. Do I need to come to school?

Yes. All students are expected in school unless they, or a member of their family, have Covid-19 symptoms and they are getting tested or have been diagnosed with Covid-19.

## 4. When do I come back to school?

- *Year 7* will be in school all day from Thursday 3<sup>rd</sup> September 8.20 start.
- *Years 8-11* will attend school for a 2 hour introductory session on either Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September. Please eat your lunch at home but bring water with you.
- *All year groups* will be back in the Academy for a full day on Monday 7<sup>th</sup> September.

Date	Year groups	Time	Entrance
Tuesday 1 <sup>st</sup> September	INSET day	No students in school	Main entrance
Wednesday 2 <sup>nd</sup> September	INSET day	No students in school	
Thursday 3 <sup>rd</sup> September	Year 7	8.20am – 3pm	
	Year 9	9am – 11am	
	Year 11	12noon - 2pm	
	Year 12 & 13	1pm - 4pm	
Friday 4 <sup>th</sup> September	Year 7	8.20am – 3pm	
	Year 8	9am – 11am	

	Year 10	12noon-2pm	
	Year 12 and 13	No students at BBA	
Monday 7 <sup>th</sup> September	All year groups in School	See staggered timetable	See staggered timetable

Staggered timetable from Monday 7<sup>th</sup> September:

- It is very important that you plan your journey to arrive at school at your allotted time ONLY.
- Siblings may need to leave home at different times to allow this.
- Students must go straight home as soon as they leave the Academy at the allocated time.

	Y7	Y8	Y9	Y10	Y11	Post 16
<b>Arrival</b>	08:20	08:20	08:35	08:35	08:30	08:35-08:40
<b>Entrance</b>	Main Entrance and orange stairs	Duncombe Lane, canteen entrance, art stairs	Duncombe Lane, canteen entrance, art stairs	Main Entrance and orange stairs	Duncombe Lane. Blue stair entrance and blue stairs.	Main entrance. Swipe in and check in in classrooms.
<b>P1</b>	08:30-09:30	08:30-09:30	08:45-09:30	08:45-09:30	08:40-09:30	08:40-09:30
<b>P2</b>	09:30-10:40	09:30-10:40	09:30-10:40	09:30-10:40	09:30-10:40	09:30-10:20
<b>Break within P2</b>	09:35-9:55	10:20 - 10:40	09:55-10:15	10:20 - 10:40	09:35-09:55	10:20-10:40
<b>Break</b>	Canteen, Conservatory and front playground, up blue stairs	Canteen, Conservatory and front playground, up blue stairs	Canteen, Conservatory and front playground, up blue stairs	Food Cube, Street Servery and back playground, up orange stairs	Food Cube, Street Servery and back playground, up orange stairs	Food collected from the Hive. Break in P2 classroom (H&S allowing) or common room.
<b>P3</b>	10:40-11:30	10:40-11:30	10:40-11:30	10:40-11:30	10:40-11:30	10.40-11.30
<b>P4</b>	11:30-12:15	11:30-12:20	11:30-12:20	11:30-12:20	11:30-12:20	11.30-12.20
<b>Lunch</b>	12:15-12:50	13:10-13:40	12:20-12:50	13:10-13:40	12:20-12:50	12.20-12.50
<b>Lunch</b>	Canteen, Conservatory and front playground, up blue stairs	Canteen, Conservatory and front playground, up blue stairs	Food Cube, Sports Hall and back playground, up orange stairs	Food Cube, Sports Hall and back playground, up orange stairs	Street servery, MUGA and field, up middle stairs	Collect food from Hive or go off site for whole session. Base in common room or P5 classroom where H&S allows.
<b>P5</b>	12:50-13:40	12:20-13:10	12:50-13:40	12:20-13:10	12:50-13:40	12.50-13.40
<b>P6</b>	13:40-14:27	13:40-14:27	13:40-14:27	13:40-14:27	13:40-14:37	13:40-14:27
<b>Tutor</b>	14:30-14:50	14:30-14:55	14:30-14:50	14:30-14:55	14:30-15:00	14:30-15:30 P7 M,Tu,Th
<b>Departure</b>	Orange Stairs, Main exit	Blue Stairs, Canteen exit	Blue Stairs, Canteen exit	Orange Stairs, Main exit	Orange Stairs, Main exit	Main exit

## 5. Getting to school

- Please cycle or walk to the Academy.
- The bike shed at the Duncombe Lane entrance will be open for Y8, 9 and 11. If this is full, please use the main bike sheds and walk round to the allocated year group entrance. Please make sure you bring a bike lock.

- Public transport should only be used when absolutely necessary. If you are using public transport, you must speak to the year team. Public transport is running at a reduced capacity.
- Masks must be worn on public transport. These will need to be safely removed and stored in a sealed plastic bag upon arrival.
- All students must time their journey to arrive at the Academy at the exact time requested.
- Parents or carers dropping students off by car must arrive and drop off within the allotted time window. Parents and carers must stay in the car. Please leave the car park as soon as possible to avoid congestion.
- Please do not drive down Duncombe Lane. Students being dropped off by car but entering the Academy via Duncombe Lane should be dropped off on nearby roads and students will walk around to Duncombe Lane.

#### 6. What do I do when I arrive?

- Enter through the allocated entrance.
- Remove face coverings if used on the way to the Academy and place in a sealed plastic bag.
- Sanitise your hands.
- The Year Team will check that you and your household are well and not displaying any Covid-19 symptoms.
- Go straight to your first lesson using the allocated stairwell.

#### 7. Can I use a locker?

Not at the moment. We are reducing the movement around the Academy so students will carry their bags and go straight to lessons.

If you already have something in your locker that you will need for the start of term, you will be able to collect this during your introductory session.

#### 8. What about PE?

Please wear your PE kit to the Academy on the days you have PE. Changing rooms will not be in operation. Bring any additional footwear required in a bag.

PE will go ahead but there will be regulations in place based on Government guidance.

The artificial sports pitch at BBA requires users to wear specific footwear in order for the quality and safety of the surface to be maintained. This footwear is a football boot with plastic/molded studs and any other footwear is not allowed to be worn on the surface. Due to the Covid-19 restrictions, we will not be able to lend out any kit. Therefore, it is essential students have their own appropriate footwear for any PE lessons which will take place on the artificial pitch in September.

### 9. What happens at break and lunch?

- We need to keep year group bubbles apart therefore year groups will have break and lunch in different locations and at staggered intervals.
- Classes will be taken to /collected from break by your teacher to ease movement around the Academy.
- You must hand sanitise or wash your hands before leaving the classroom and when you purchase food.
- The 'staggered timetable' in question 4 will tell you your locations.
- Years 9 and 10 will need to use the toilets next to the orange stairs on Level 1 at break and lunch. Years 7, 8 and 11 will use the ground floor toilets at break and lunch.

### 10. Can I wear a face mask?

Public Health England are not currently recommending the use of face masks in schools. This evidence will be kept under review. They are not required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

If you feel that you would like to wear a face mask throughout the day, please can parents and carers discuss this with the Year Team.

### 11. What are the arrangements for praying?

We have facilities for praying in school, however, in order to protect students and avoid crossing bubbles we will be asking all students to pray at home until the end of Term 1. This is only required in Term 1 as according to Shahjalal Jame Mosque, from 2nd September 2020-Friday 23rd October 2020, Zuhar prayer time will last until 4.10pm. The window will change in Term 2 therefore, we will need to plan time slots for students in Term 2. We will collect this information during the first few weeks of term.

### 12. How have behaviour expectations changed?

Behaviour expectations are as high as normal but Covid-19 means that we need to be particularly vigilant about things that could increase the spread of Covid-19. Therefore, we need to be very clear that:

- Chewing gum must not be bought into school – used gum can spread the virus
- Follow the one-way system (see overleaf).
- Physical contact is not permitted (no hugging, no handshakes, no high 5s etc.).
- Maintain a 2m distance from adults.
- All routines put in place to ensure safety must be adhered to.

### 13. What happens if I forget my pencil case?

Please check your bag is packed with everything you need every day!

We are not allowed to lend out equipment. The Academy will give you a basic pencil case with equipment and you will be charged for this.

#### 14. How do parents and carers access the Academy?

It is important that there is good two-way communication between the Academy and families so please keep us up-to-date. Please do not come to the academy unless you have phoned and booked an appointment. We will be using mostly phone meetings with families as well as some face to face meetings by prior arrangement. Social distancing will also need to be in place for all meetings so chairs will be spaced more widely than we'd like.

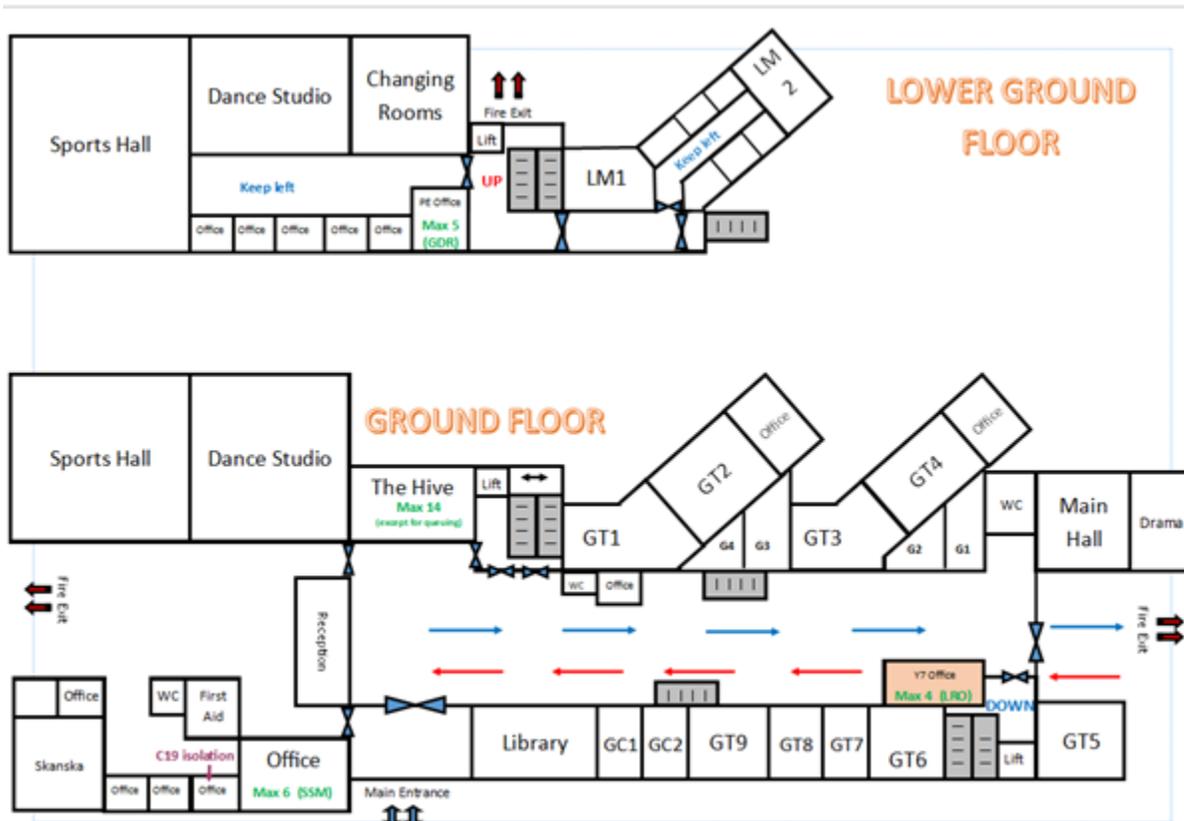
You are also able to contact the Academy by calling Reception on 0117 377 2700.

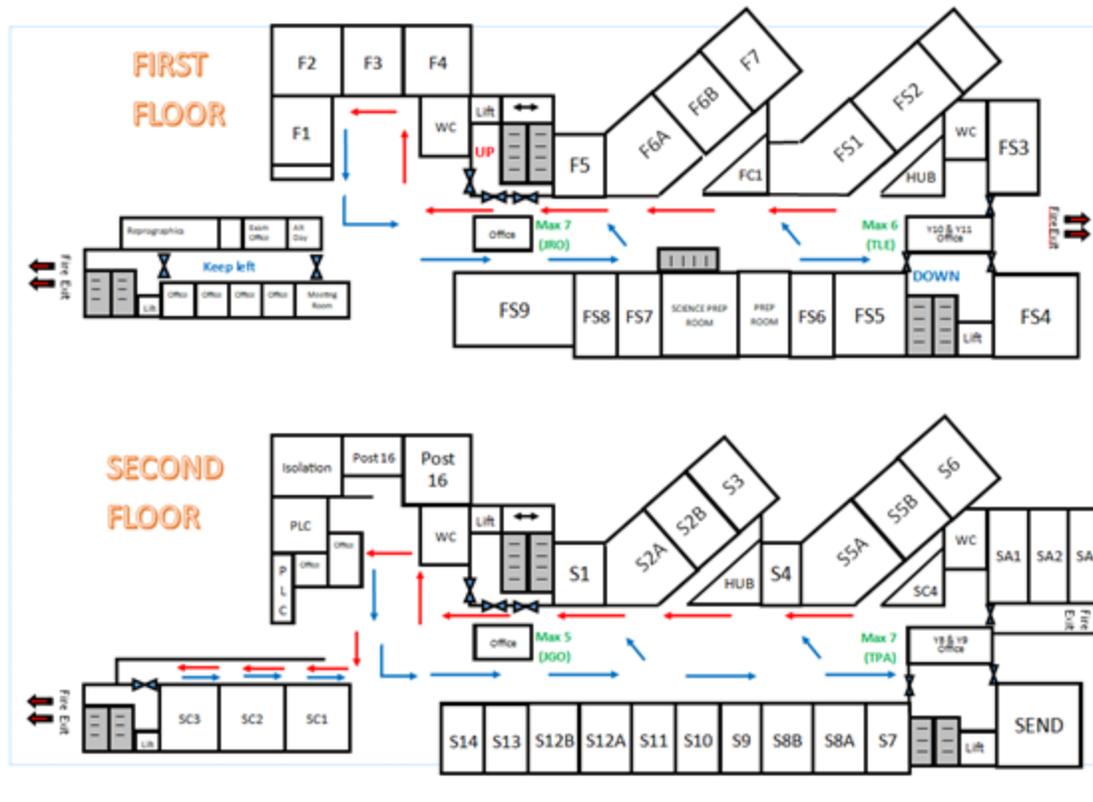
General enquiries can be emailed to [info@bba.bristol.sch.uk](mailto:info@bba.bristol.sch.uk)

The Designated Safeguarding Lead can be contacted on 07739 624047. Further emails to contact for safeguarding can be found at

<https://www.bba.bristol.sch.uk/page/?title=Wellbeing+and+Safeguarding+Support&pid=136>

Please ensure that the Academy has accurate contact details.





**15. Will Breakfast Club run?**

Breakfast Club will not be able to run as normal. Students cannot arrive on site before their agreed time. If you have any concerns please contact the year team.

**16. What about after-school enrichment?**

Enrichment will not run after-school in Term 1. We are hoping to launch this in Term 2 once we have settled into the academic year.

**17. What is in place to reduce the spread of Covid-19 at school?**

We are following all the Government guidance which is in place and can be found at

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

Here is a list of some of the measures in place, this list is not exhaustive, it provides examples of the actions we are taking:

- One-way system implemented.
- Use of public transport is strongly discouraged.
- Covid-19 symptoms daily questions on entry.

- Assemblies delivered remotely to tutor groups.
- Increasing the number of double lessons to reduce movement around the Academy.
- Forward facing seating in classrooms.
- Extra cleaning.
- Year group bubbles.
- Textbooks will not be shared across year groups.
- Staggered and zoned lunch and break.
- Staggered start and end of school.
- Hand-sanitising and hygiene stations in all rooms and entrances and exits. Routines in place for all lessons. Students are welcome to bring their own hand sanitiser.
- Behaviour expectations include Covid-19 routines.
- No sharing of resources e.g. PE kit or pencils.
- No use of water fountains and lockers.
- Adapted activities in some subjects such as drama and music.
- Processes in place if staff or student presents with symptoms.
- Transition to remote learning if required.

Measures will be constantly reviewed.

#### 18. What if I, or someone in my family is clinically vulnerable?

The Government removed shielding in August but it is understandable that some students or families will feel more at risk than others. The Academy is doing all it can to put in safety measures which will reduce risk. If you have specific concerns you'd like to discuss, please contact the Year Team.

The current guidance requests all students to be back in school across England. If a family needs to shield (for example for an operation of a family member), the Academy will require a letter from a GP stating that the whole family will need to shield and outlining the time period.

We would also recommend that clinically vulnerable students ensure they come straight to and from school and avoid mixing beyond their year group outside the Academy.

#### 19. What do I do if I develop Covid-19 symptoms when I'm at school?

If you suddenly develop Covid-19 symptoms whilst you are at school, please don't be alarmed!

The key things to look out for 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

Most people with coronavirus have at least 1 of these symptoms.

If you develop any of these symptoms then tell a member of staff straight away. You don't need to feel embarrassed, just tell them quietly.

You will be taken to a quiet space and we will call your family to collect you and any siblings. A member of staff will need to wear PPE when they are with you. This is just a precaution.

Your parent or carer will need to book a test straight away and you and your family will need to isolate until the test comes back. If the test is negative, you can return straight to school. If the test is positive, your family will need to isolate and you will need to inform the Academy immediately.

The link to arrange a test is:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

**20. What do I do if someone at school tells me they have Covid-19 symptoms or I think they may do?**  
Quietly talk to a member of staff and be sensitive to how this person may feel.

**21. What do I do if I have Covid-19 symptoms before I come to school?**

Do not come to school. You and your household will need to isolate until you have a test result.

Your parent or carer will need to call the Academy and give the reason for your absence. They will also need to book a test straight away (See the link above). If the test is negative, you and your siblings can return straight to school. If the test is positive, your family will need to isolate and you will need to inform the Academy immediately.

Someone who has tested positive should isolate for 10 days and only return to school if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. However, other members of the household (including siblings) will need to isolate for 14 days.

**22. What do I do if someone in my household has Covid-19 symptoms?**

Please follow the same procedure as question 21.

**23. What will happen if there is a confirmed Covid-19 case at school?**

If a student or member of staff in the Academy tests positive for Covid-19, we will follow the [guidance on implementing protective measures in education and childcare settings](#). All confirmed cases will be reported to the Public Health Director at the Local Authority. A letter from The Health Protection Agency will be sent to all families. We will work with the Health Protection Team to carry out a rapid risk assessment and we will act on their advice.

If two or more cases are confirmed within 14 days or there is an overall rise in sickness absence where COVID-19 is suspected, this may indicate an outbreak and Public Health will advise.



*"We all make good things happen every day"*

