Student Handbook

Year 12

Return to the Academy
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1. **TSFA Covid-19 Absolutes and Essential Measures**

1. The safety of our staff and students is of the upmost importance to us
2. All staff and students must strive to model covid essential measures at all times inside the academy.
3. Failure to model the covid essential measures, systems and procedures can result in being asked to leave the academy site
4. All systems and procedures must be followed whilst at the academy. These include all of the measures outlined in this guide.

**TSFA Essential measures:** Essential measures include:

1. A requirement that people who are ill stay at home
2. Robust hand and respiratory hygiene
3. Enhanced cleaning arrangements
4. Active engagement with NHS Test and Trace
5. Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
2. The curriculum

2.1 The timings of the academy day have been adjusted to minimise contact and support social distancing. Please see section 3 ‘TSFA Covid-19 Timetable’ on page 5 for full details.

2.2 The curriculum has also been adjusted, as detailed on page 5, to support the implementation of the system of controls.

Subjects:

2.3 Each subject will be allowed 4 (BTEC) and 5 (A Level) hours of contact time each week. All 4/5 hours per subject will be delivered in one-day teaching blocks.

Personal Development (PD) sessions:

2.4 Students will take part in a weekly PD sessions. These will be delivered remotely by your PPT you will be expected to access this session using the Teams app.

Assemblies:

2.5 These will be pre-recorded and made available to students to watch remotely.

Extended Project Qualification:

2.6 Those students in Year 13 who are relying on EPQ as an option will have the opportunity to take part in timetabled EPQ lessons as part of their weekly timetable. In the first instance, Year 12 will not begin an EPQ yet. Some students may embark on this qualification throughout the course of the year, however this is yet to be confirmed and will be subject to the national picture with COVID.

Enrichment:

2.7 The academy is unable to offer an enrichment programme in the first instance. When it becomes possible to offer this element of the wider curriculum this will be prioritised.
3. TSFA Covid-19 Timetable

3.1 Students will attend lessons in subject blocks. Each block will be allocated a specific day. Please see table below for block information.

3.2 Students will be kept in year group bubbles.

3.3 Students will arrive to lessons no more than 15 minutes before AM lesson start time. If they do, they can report to one of the following areas:

- Y12 Students who arrive early to the academy can use Trinity Eats
- Y13 students who arrive early to the academy can use the AC

3.4 The day will be split into three sessions:

<table>
<thead>
<tr>
<th></th>
<th>Y12</th>
<th></th>
<th>Y13</th>
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<tbody>
<tr>
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<td>P1</td>
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<td></td>
<td>9:45 – 11:45</td>
<td>9:00 – 11:00</td>
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<tr>
<td>Lunch</td>
<td>11:45 – 12:30</td>
<td>Break</td>
<td>11:00 – 11:15</td>
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<td>P2</td>
<td>12:30 – 14:00</td>
<td>P2</td>
<td>11:15 – 12:45</td>
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</tr>
<tr>
<td>Break</td>
<td>14:00 – 14:15</td>
<td>Lunch</td>
<td>12:45 – 13:30</td>
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</tr>
<tr>
<td>P3</td>
<td>14:15 – 15:45</td>
<td></td>
<td>P3</td>
<td>13:30 – 15:00</td>
</tr>
</tbody>
</table>

3.5 Lunches will be served in Trinity Eats, students who are FSM will be provided for.

3.6 The lunch period is staggered to eliminate congestion/contamination of year group bubbles and will last a total of 45 minutes.

3.7 When the lunch period has finished students need to return to their classroom.

3.8 Classrooms, offices, the AC and the Trinity Eats restaurant will be cleaned at the end of each day.

3.9 Student timetables will be released to students on their induction day.
4. Entry, Exit and Movement within the Building

4.1 Students will report straight to lessons after entering the academy. Lessons start from 9:00am for Yr13 and 9:45am for Yr12. Students arriving more than 15 minutes early will be sent to the AC or the Trinity Eats restaurant (Y13 and Y12 respectively). After college, Yr12 can make use of the AC and Yr13 can make use of Trinity Eats.

4.2 Students will be met upon arrival by academy staff at the academy door who will instruct them to sanitise and/or wash their hands on entry to the academy.

4.3 Students must enter the building in a safe and orderly manner and follow the one-way system (see 5.8). A queuing system that allows for 2m social distancing is in place should students need to queue for any reason. The queue will go to the right side of the entrance and down Gaol Lane. The entrance will be staffed by duty staff to maintain social distancing.

4.4 Students must scan their ID cards to gain entry through the barrier system, sanitise their hands and follow the directional arrows to the appropriate floor and corridor where their lesson is taking place. Staff will be on hand to offer guidance if required.

4.5 Students should make their way to their designated classroom immediately, following the markings on the floor and remaining socially distant at all times. Teaching staff will be in the classrooms awaiting their arrival.

4.6 Students will be dismissed for lunch by the classroom teacher. Students should follow the one way system to descend either to the exit or to Trinity Eats.

4.7 Students need to keep to the left in the corridors and on the stairwells.

4.8 Lunches will last for 45 minutes with students being allowed to leave the building if they wish. Students will be encouraged to use this time to wash their hands.

4.9 When PM sessions are completed, students will be dismissed from classrooms by their teachers. Students will do this in an organised fashion, following the one-way system and leaving through the main entrance, which will be supervised.

4.10 Students are reminded to follow social distancing guidelines whilst waiting for public transport and travelling home.

4.11 Students who walk to and from the academy are asked to be mindful of the social distancing guidance when moving through the local community. Students who do not adhere to the government guidance will be asked to not attend and continue with remote learning.

4.12 Duty staff will perform AM and PM duties before and after lessons. There will also be an ‘on-call’ presence every lesson by duty staff.

4.13 Students will be able to use the toilet during their lesson time, but they are reminded to use the one-way system and wash their hands. Other movement during lesson time is not permitted.
5. How we are ensuring the building and classrooms are safe learning environments

5.1 Students will be kept in year group bubbles.

5.2 Students will stay in the same classroom each day to minimise movement. Within that classroom, each student will be assigned their own desk by the teacher using a seating plan.

5.3 Offices and staff workrooms have been clearly identified and labelled with a maximum occupancy limit displayed on the door. All other rooms have been locked and labelled as out-of-bounds.

5.4 All unnecessary furniture has been removed from teaching spaces.

5.5 Your teachers must remain at the front of classrooms when teaching – there can be no circulation amongst students.

5.6 Hand sanitiser is available in each classroom and the classroom will be cleaned at the end of each academy day.

5.7 Two-metre distance markers are present at:
   a. On entrance to the building at the main reception area
   b. On stairwells
   c. Along all corridors

5.8 A one-way system is in operation throughout the building:
   a. Access is through the main entrance
   b. The front staircase is used for ascension only
   c. Directional arrows must be adhered to at all times. All movement on the floors of the academy will be kept to a minimum. The social distance markers should be followed and if any passing of persons occurs on the corridor, it is important that both persons keep to the left, observing the social distance markers as a central guide line which should not be crossed.
   d. The middle stairwell will be used for descending only and the back stairwell can be used for both but students must stick to the left by adhering to the markers on the floor.
   e. The main entrance will be used for exit also, but this will be staggered to avoid congestion. The barriers will be marked for entrance or exit only.
6. What toilets and hand washing facilities are available?

6.1 All students will be allowed to go to the toilet during lessons, but this must be authorised by their classroom teacher first. Students should follow the 2m markings and use their designated toilet area:

- LGF—Yr12
- GF—Yr13
- FF—Yr12
- SF—Yr13

6.2 Hand sanitiser stations will be available on every corridor.

6.3 Students will be allowed to wash their hands throughout the day should they need to.

6.4 Signage has been added to the hand wash stations/toilets to remind students to wash hands properly.

7. What are the academy’s corridor expectations?

7.1 There will exist an appropriate staff presence (duty staff) in the building that enables supervision of the corridors to take place, facilitating the safe movement of students.

7.2 All students should follow social distancing guidelines by following the markings on the floor that are spaced every two metres. These markings are present throughout the building and should be adhered to at all times.

7.3 Passing on corridors should be kept to a minimum through the use of the one way system and the presence of duty staff. If any persons do pass on the corridor they should keep to the left, observing the social distancing markers as a central guide which should not be crossed.
8. What are the arrangements for break and lunch time?

8.1 There will be separate lunches for Yr12 and Yr13 (Yr12 11:45-12:30 and Yr13 12:45-1:30).

8.2 Students will be dismissed for lunch by their teachers and reminded to follow the 2m social distancing guide lines at all times.

8.3 Students will be allowed to leave the building for lunch. Lunches will also be served in Trinity Eats.

8.4 Students will sit at tables, where they will be able to eat and converse with their peers. Tables will seat 4 students at a maximum and sofas will provide seating for 2 students. Students need to stay in that seat for the duration of their lunch and should not move tables and chairs.

8.5 Students will need to queue down the middle of Trinity Eats, following the markings on the floor.

8.6 Students who are in receipt of FSM or bursary meals, will also continue to have their accounts credited as normal.

9. What medical welfare and first aid arrangements are in place?

9.1 Students who are required to take medication will be asked to attend the medical welfare office by themselves and at the appropriate time.

9.2 In cases of emergency or where students are feeling unwell, they will be escorted to the medical welfare office where the Medical Welfare Officer or first aider will carry out an initial assessment using full PPE (Personal Protective Equipment).

9.3 Students should not attend the medical welfare office for any other reason.

9.4 Students who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self-isolate for 10 days. They are encouraged to get tested and inform the Academy of the result, as this may result in suspending face-to-face provision at TSFA for 14 days. The symptoms of Covid are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

9.5 If a member of a student’s household has symptoms of COVID-19 then they must not attend provision at TSFA and must self-isolate for 14 days in accordance with government guidelines.
10. Behaviour for Learning Policy

10.1 The academy’s Behaviour for Learning policy will remain in place with the following additions:

a. If the academy deems that a student has deliberately broken social distancing guidelines, in or out of the academy, they can be asked to not attend the provision

b. Students who repeatedly fail to follow the BfL Policy will be asked to not attend the academy and instead continue with remote learning.