



THE
DE LA SALLE
ACADEMY

COVID – 19

Parental Guidance

(Working Document – updates highlighted red)

V3 Updated 05/09/20

Date	Update
5 th September 2020	Testing

Displaying Symptoms

If your son presents with Covid-19 symptoms during the day we will take him to a safe area in the academy and contact you immediately to pick him up. Please make sure that your emergency contact details are up to date and correct.

If your son does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/or-by-phoning-111>.

It is vitally important that anyone who presents with Covid-19 symptoms gets tested as soon as possible.

If someone from within academy is confirmed with Covid-19 we will get in touch with the parents and carers of any student who has been in close contact with this person. This is likely to be those from their class or 'bubble'. These students will be asked to self-isolate for 14 days. Other members of the household do not need to self-isolate, unless your son also develops symptoms. Full details and instructions will be provided at the time. We will also send information to our wider school community as a reminder to our families of what actions you can take to reduce the spread of the virus.

Students, staff and other adults should not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Arrival and Departure

As shared in the end of year letter, students will be arriving and departing at staggered times. It is imperative that boys do not congregate at the entrance, before and particularly after the school day. All boys should immediately start to make their way home and maintain social distance, particularly with students outside of their year group. Staff will be on duty to ensure this happens.

Year group	Start time	Building Entrance and Exit	Finish time
7	8.20am	Top Yard / SEN	2.45pm
8	8.30am	Bottom Yard / English	2.35pm
9	8.40am	Top Yard / SEN	2.40pm
10	8.20am	Student Entrance	2.50pm
11	8.50am	Student Entrance	3.45pm

Attendance

From September 2020 it is vital for all children to return to school to minimise, as far as possible, the long term impact of the pandemic on their education, well-being and wider development. Attendance at school will return to being mandatory from the beginning of the Autumn term. This means that from September 2020 the usual rules on school attendance will apply. Pupils who miss out on classroom learning time risk falling behind in their learning and academic achievements. We want to work with all parents/carers to ensure that all boys in our academy are given every opportunity to reach their potential.

Usual Rules on School Attendance

- it is the parents/carers responsibility to ensure that their child attends school regularly
- It is the school's responsibility to record attendance and follow up on absence
- Sanctions, including fixed penalty notices in line with Liverpool City Council's code of conduct, will re-start from September 2020 where appropriate.

All students are expected to have at least 97% attendance. This means that students should have no more than 5 days off school during an academic year without a good reason.

To achieve this high level of attendance we would ask parents to

- Ensure that all doctor/dentist appointments are made outside of school hours where possible.
- Bring your son into school before and after appointments (when a medical appointment cannot be made outside of school hours).
- Always inform the attendance office when a student is going to be absent/late to school by 8:20 am on the morning of the absence/late arrival. This will prevent a call from the academy checking on attendance.
- Appointment slips/letters for doctors or dentists must be provided prior to appointments to enable staff to authorise absences for medical purposes.
- Avoid booking any holidays during term times – these holidays will not be authorised absences.

Behaviour Policy

The core expectation of our behaviour policy remains in place. We have also updated our policy to reflect the changes made in response to the pandemic, to ensure all students adhere to the strict social distancing guidance and practices within the academy. For the most part, students that unwittingly breach these expectations will simply need a reminder; however, any deliberate breach which compromises the safety of the academy community will be dealt with more severely. The updated policy can be found on our website.

Below is the Covid-19 update to our behaviour policy:

Covid-19 During the current Coronavirus pandemic, it is imperative that all students follow the procedures which have been implemented by the academy to follow the government guidelines. All initiatives which have been put in place are there to ensure the safety and wellbeing of all within the academy. The following policies must always be adhered to:

Follow social distancing guidelines of 2 metres apart from staff and peers.

Remain in your own personal bubble within your classroom and DO NOT encroach on any other person's space or touch their equipment.

Follow the directions of travel along corridors.

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.

Wash your hands more often and for 20 seconds with warm soapy water.

If you develop symptoms of coronavirus, you need to report them to a member of staff immediately.

Failure to follow the above guidelines will impact on the safety and wellbeing of everyone within the academy. Therefore, there will be serious consequences for anyone who deliberately breaks these guidelines.

NOTE The behaviour policy has been updated to reflect expectations around social distancing and responses, should there be an infringement. In most cases where there is an infringement, it is likely to be minor and non-malicious, as such, the vast majority of students will simply require a reminder. Some students, however, may breach social distancing expectations more deliberately and seriously. Any malicious or deliberately dangerous behaviour in this regard will be dealt with severely. At the extreme end, parents will be informed, students will be sent home from the academy and their actions will be reported to the relevant authorities. They will only be allowed back into the academy following a meeting with parents and a formal risk assessment carried out.

During lesson changeover students will be supervised on an intermittent basis. Therefore, it is imperative that during lesson changeovers all students should remain in their seats adhering to the academy behaviour policy and Covid-19 social distancing guidelines.

Bikes and Padlocks

We are delighted that many boys choose to ride to school and we hope that this continues. We use the front yard / parking area to store and lock bikes. This area will now also be used as a Year 10 yard during lunchtime, as such, boys using their bikes must ensure that they lock their bikes up for added security.

Biometric System and Parent Pay

The biometric system is the system by which boys pay for their break and lunch. This system will not be in use. Therefore, can we urge all parents to top up accounts via parent pay and if you currently don't use parent pay to top up with, could we ask that you set up an account to enable you to do so. As in shops, we need to limit the use of money and therefore to keep our staff safe we require all parents to use the parent pay system. If you have a concern regarding this, please contact the academy so advice can be given. Boys will not be able to put money into the machines in the academy building. Likewise, when paying for lunches we have introduced a new system which means all students will be given a card with a barcode that is unique to them – please ensure your son looks after this card as it will be the means by which they pay for lunches.

Breakfast Club

As you know from our continued support to families over lockdown, we see breakfast in general and breakfast provision as crucial to a positive day for our students. As such, we will be continuing with this provision from September. This will be served in our Tech barn instead of the canteen and boys will be required to sit in their year bubbles. We will keep this under review depending on the up take.

Bubbles

This is the most significant change for September. In order to keep year groups within their bubble, each group has been assigned a designated area of the academy for every lesson. For the vast majority of time all boys will remain in the one classroom and teachers will now move between classes. Boys will remain in the classes during breaktime and toast will be brought to them, if they have ordered it. Toilet breaks will be facilitated as a class at set times. Lunchtime will be staggered to allow safe access to the canteen and subsequent time outside on the yard.

Catch-up Programme

Due to the significant time out of normal lessons, all students will be expected to undertake a catch-up programme. Further information will be provided in September. As a guide, each boy will be expected to complete set work outside of lessons every night. This will range in time depending on the year group. The work will largely be online, any student would have difficulty accessing online work, will be expected to remain onsite and use the academy's computers.

Communication

We politely request that parents/carers only ask to enter the academy if they have made an appointment with a member of staff. This will help us to keep our students and staff safe. If you need to speak to a member of staff please contact us via phone or email hello@de-la-salle.co.uk

Drop off / Pick up

From our recent survey, it is clear that approximately a third of the students will be dropped off by car in the mornings. To ensure safety and minimise congregation at the main school gates, all students must be dropped off away from the entrance i.e. around 50 meters from the gate. There is a very handy turning / drop off area a little further down Carr Lane East towards Croxteth (in front of the new football pitch adjacent to the academy), this is an ideal place to drop off. We ask you to ensure that congestion at the main gate is minimised with no waiting at the start and end of the day.

Equipment

Although we state that all boys should have their own equipment, at times many forget to bring this with them and in the past the academy or individual teachers have provided this equipment so that lessons can take place. This will be one restriction that will remain in place – please ensure that your son is fully equipped as outlined below for his lessons as staff will not be able to lend out equipment as they will not be able to collect it back in.

In technology, subject areas have a bank of aprons that are used by all boys, although we have plans for washing aprons this will limit the amount of practical work your son will be able to take part in. If you are in a position to buy your son his apron for these practical subjects, again this will limit any risk of transmission.

- Standard equipment including (a school bag big enough for an A4 folder, pencil case with pens, pencils, eraser, sharpener, ruler) – if possible pupils should have their own glue stick and colouring pencils.
- Hand sanitiser & tissues

- Bottle of water
- Full school uniform – see the website for exact uniform requirements.

Face Masks

The government have now announced that face masks must be worn in shops from the 24th July, as well as on transport but the case remains that students do not need to wear them in schools. Our position is any student who wishes to wear a face mask in school for their own peace of mind, will be free to do so. If they are taken off at any time during the day, then they must be placed in the student's bag or blazer pocket. They must not be left lying around or dropped as litter.

Illness

At times when boys have presented as feeling ill, more often than not it has been stomach pains, largely attributed to being hungry. At times in the past, some boys have wished to spend time in the heart space to see if this pain passes. Moving forwards, this will not be possible. Any boy presenting in this way will remain in the zoned area for the bubble and encouraged to continue as best as possible until they feel better. To reassure you, any boy that presents as seriously ill will be supported accordingly by our first aid team.

If your son becomes ill in the academy we have procedures in place to deal with any situation. If your son needs to go home due to illness we will contact a parent/carer via the telephone numbers provided by parents/carers. All parents/carers are asked to provide the details of three contacts in case of emergency.

All members of our academy community are expected to work with the Track and Trace programme. Parents/Carers will be contacted if a pupil has symptoms related to COVID-19.

	Parent/Carer responsibilities	Academy actions/responsibilities
Student received a letter from their doctor advising to shield due to medical condition during lockdown	<p>Student can return to school in September 2020</p> <p>Current procedures are that shielding letters paused on 1st August 2020 * <i>Advice will be updated if required</i></p> <p>Some students may need to take advice from specialist health professional during clinical appointment before return to school.</p>	<p>Advise parents/carers to seek clinical advice where required</p> <p>*Remote education</p> <p>** no sanctions re:absence Absence Code - X</p>
<p>Student has coronavirus symptoms e.g.</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal 	<p>Student will self-isolate at home</p> <p>Parent/Carer to inform school staff</p> <p>Parent/Carer to arrange for a COVID-19 test and inform the academy of results immediately when received</p>	<p>Once parent/carer has contacted the academy the student will be marked as authorised absence Code X until time of Covid-19 Test then code will change to I</p> <p>*Remote education</p> <p>Follow DFE guidance if pupil tests positive</p>

sense of taste or smell (anosmia)		
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Lockers / Cloak Room / Coats

Lockers are still available to rent via <https://www.ilsschools.co.uk> Boys will be responsible for cleaning the inside of their lockers regularly. The outside will be cleaned by our staff daily. The cloak room will be closed until further notice. As such, boys without a locker must place their coats in their school bag. They must not be worn inside the academy at any time.

Lunch

Students will have the opportunity to have a hot meal, cold sandwiches/wraps or bring their own packed lunch. Students will have lunch with their year group and will not be allowed to mix with other year groups. For social distancing purposes students will line up outside the dining room (in the yard) and will be called in for lunch. Students may require a coat with a hood for days when it may rain.

Mobile Phones

Our policy on mobile phones remains unchanged. They should be switched off before entering the academy in the morning and only switched back on once they have left the academy grounds at the end of the day. Ensuring that this policy is adhered to is of even greater importance now, to ensure social distancing is maintained and devices are not passed between students. They will be confiscated safely should they be seen.

PE Lessons

As it stands PE lessons will take place at the normal timetabled slot for each year group. The normal changing rooms will not be used during this period of Covid-19 adaptations. All boys will get changed for PE in the main classroom they have been assigned within their year group bubble. Additional facilities for changing will be available for those students who require extra support.

Testing

The Department for Education has worked closely with Public Health England (PHE) and NHS Test and Trace to ensure that we are doing all we can to minimise the potential risks of spread. A key part of this is the appropriate use of testing to help identify people who are positive and subsequently their contacts. We have made testing available throughout the country and anyone with symptoms can book a test online or over the telephone through 119 to get the certainty they need to protect themselves and those around them.

Crucial to our overall support for schools and colleges is ensuring that everyone with coronavirus symptoms has access to a test as soon as they develop those symptoms. It is vital that we learn from the recent Scottish experience, where the return of schools saw a huge increase in demand for tests from people without coronavirus symptoms. We want to avoid a similar surge in test demand as England's schools and colleges return to ensure that we continue to prioritise our testing capacity for those with symptoms and to avoid children, students and their families self-isolating unnecessarily.

To ensure we identify those with coronavirus while avoiding a huge increase in demand for tests from people without coronavirus symptoms, we ask that you recommend to your pupils, students and staff who feel unwell, that they get tested if:

- they develop one or more of the main coronavirus symptoms:
 - a high temperature

- a new, continuous cough
- the loss or change of their sense of taste or smell, or
- they are recommended to get tested by a healthcare provider (e.g. GP or nurse)

If a pupil, student or staff member develops one or more of the main coronavirus symptoms described above, only they should be tested. There is no need for their households to have a test, unless they are also symptomatic. Unless a pupil, student or staff member has one of the three main coronavirus symptoms, they should only be tested if instructed otherwise by the local authority, health protection team or their GP. As schools and colleges across England return, pupils and students may feel unwell for example with a sore throat, stomach upset or a headache. These pupils and students don't need to book a test but may need to stay off school or college and seek medical advice through their GP or pharmacist as usual.

Please do communicate this to the parents of the children at your school and the students at your college; we know that they listen to you and trust your advice. Can you please also share this letter with your school nurse or relevant trained first aiders. Directors of Public Health and local PHE Health Protection teams are on hand to support you on this most vital mission to get our children and students back to school and college, learning happily and safely.

Uniform

The academy uniform expectations have not changed. The academy website gives more guidance on the types of shoes that are permitted and those that are not. To avoid any disruption at the beginning of the year, can I ask that you look at the website before you buy shoes – many shops advertise footwear as school shoes, but indeed they are not and will not be accepted by the academy. The most recent guidance states that full uniform can now be worn, as such, blazers must be worn from September. We advise that you have a full school uniform ready for the beginning of the new school year. Boys that arrive to school without full uniform, may be sent home to rectify the matter.

Visitors and Parental Meetings

Visitors will be discouraged as much as possible. Meetings with parents should be via Zoom or phone wherever possible. Visitors will be required to complete a screening questionnaire when they arrive. If they state that they have had symptoms within the last 14 days, then they will not be allowed to continue with their visit. We will continue to have contractors on site as their role is often essential to the safe running of the school and they will be briefed about our safety procedures and will work in a socially distanced way – where this is not possible then work must be deferred until students are not on site and staff can be kept away from the working area.

Water Fountains

As you will be aware, we introduced water fountains this year to ensure that boys had a fresh and regular supply of water. We are able to continue to use one water fountain in the canteen area only. The other one by the student entrance is turned off as we can't control the use as easily. As such, boys must bring in their own water bottle to be refilled. Water will not be sold by the canteen. All other drinks are not permitted in the academy, particularly energy drinks. These will continue to be confiscated if found.

Year 11

Due to the time out of normal learning, Year 11 students will be required to spend additional time in the academy on a daily basis. As such, their new finish time will be 3.45pm. This is to allow for additional catch-up provision, either with a class teacher, external tutor or directed independent study on site. Your recovery programme will begin from Monday 7th September.

A full programme of subjects have been put in place, you will receive a copy of this programme when you return. If you are not required to be at a designated subject, you will be expected to use the facilities in the academy to complete work missed or not completed during the lockdown period. At this moment in time, we do not know what your exams will look like, therefore your full year needs to provide evidence of your ability and progress and cannot be left to mock exams.