

MANOR

CHURCH OF
ENGLAND
ACADEMY, YORK



School partial reopening

Health and Safety arrangements

Year 10 Students - June 2020

Staff and Student safety



Manor Academy has a duty to ensure all staff and students who attend site are safe.

COVID 19 has resulted in a number of our normal rules and procedures having to be amended to ensure everyone remains safe whilst on site.

This document provides information on these arrangements and is for staff, students, parents, visitor and contractors. This document should be read by everyone before attending site after 8th June 2020.

On some slides there are short video clips which we hope will help make the information easier to understand. Here is a message from the Principal Mr Barber [Principal message](#)

If after reading this document you have any questions then please contact

Mr Lethem - Support Services Manager - a.lethem@mce.hlt.academy

Wellbeing



We know this has been a difficult time for everyone, and everyone will have mixed feelings and worries because of the lockdown, COVID 19 and how normality has been removed from everyday life.

We want you to know that we are here to support you in anyway we can. It's ok to be feeling scared, it's ok to be feeling worried/anxious and it's ok to feel irrational about simple things which you would have just done without a thought a few months ago. It's ok not to be ok.

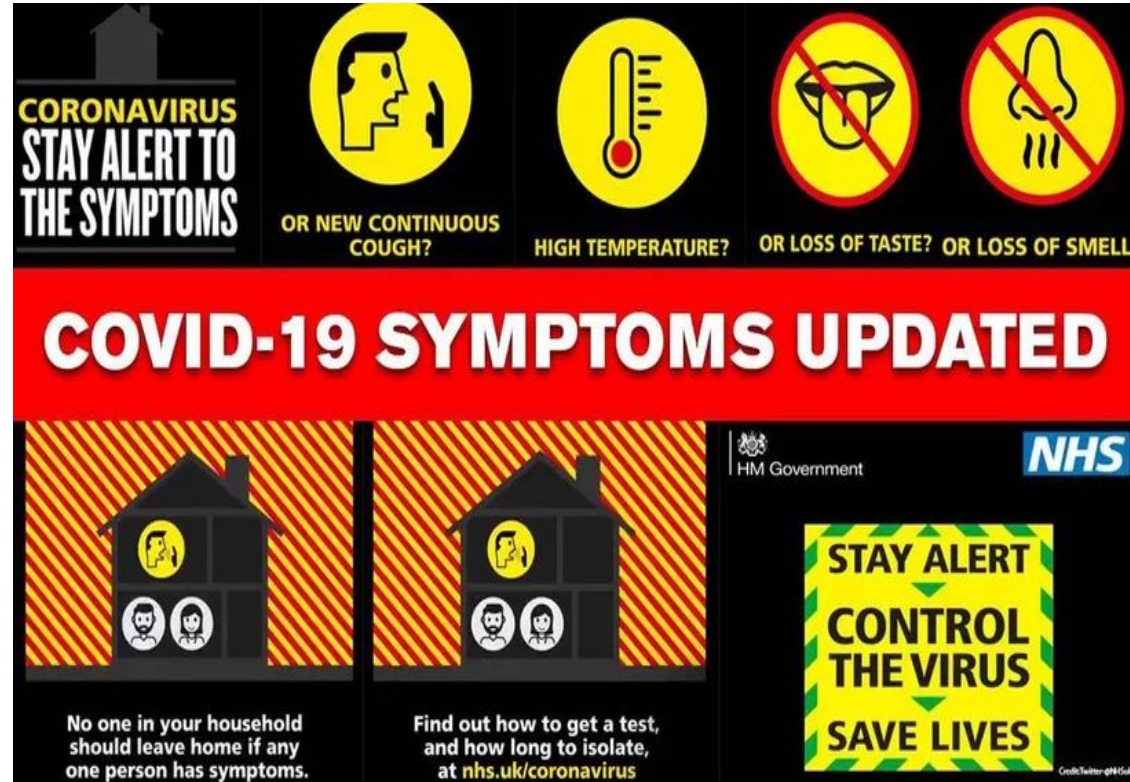
Please come and talk to us because we want to help in whatever way we can. Contacts are as follows:

Students - Miss Scaum - l.scaum@mce.hlt.academy

Staff - Mrs Mastin e.mastin@mce.hlt.academy

Before attending Manor Academy (Staff, Students, Visitors, Contractors)

- Anyone attending the school must not attend if they, or anyone who is living with them, have had any Coronavirus symptoms in last 7 days
- Anybody who has had symptoms within this period will need to undertake a coronavirus test before returning. If the test is negative they can come to school (producing the certificate in advance), if positive self isolate for 7 days.
- If you develop symptoms please contact school immediately .
- [Before attending video](#)



CORONAVIRUS STAY ALERT TO THE SYMPTOMS

OR NEW CONTINUOUS COUGH?

HIGH TEMPERATURE?

OR LOSS OF TASTE? OR LOSS OF SMELL?

COVID-19 SYMPTOMS UPDATED

HM Government **NHS**

**STAY ALERT
CONTROL THE VIRUS
SAVE LIVES**

No one in your household should leave home if any one person has symptoms.

Find out how to get a test, and how long to isolate, at nhs.uk/coronavirus

What are we doing to keep you safe?



- We have assigned a toilet as a washstation so everyone can wash their hands upon entry to the building
- Wall mounted Hand sanitiser and tissues are located around the areas which will be used each day
- We have modified the entry point to the site, the work spaces and created walkways and one way systems so the required 2m social distancing measures can be achieved at all times
- A new more frequent cleaning regime has been implemented and the work areas will be cleaned before and after each session along with more regular cleaning throughout the day
- We have planned the spaces so doors will be either automatic or held open to reduce as much contact with physical surfaces as possible
- Visitors will only be allowed on site if their business cannot be carried out remotely and is essential
- Contractors will only be on site to carry out compliance related work and times agreed in advance
- Anyone with symptoms will be required to self isolate for 7 days or will be required to produce a negative COVID 19 test certificate before returning to site

What do I need to bring?



- You should bring everything you need to learn with you each session. For example your iPad, exercise book and pencil case, just like any normal school day. Your iPad must be fully charged.
- You may wish to bring a personal bottle of hand sanitiser, however we have fixed dispensers in various areas and there are plenty of handwashing facilities available.
- Please bring a filled water bottle from home as this will help with limiting movement around the building. Water will still be available for refills.
- You can wear a facemask, should you choose, however the current government guidance and our safe working arrangements does not make this a mandatory requirement. You should not bring or wear gloves as these could increase the risk of transmission of germs and viruses

What to wear



- All students should attend in their school uniform.
- If you want to wash your child's clothes after each visit to school (this is not required by any government guidance) then they do not have to wear blazers or ties as frequently washing these items is difficult.
- They should however wear a white shirt/blouse, black trousers/kilt, school shoes, and may wear their tank top if they wish.

Arriving on site



Pedestrian Entrance

- If you arrive on foot or by bike the Acomb pedestrian entrance will be open at your arrival and departure times
- If you arrive on a bike please use the bike shed which are closest to the Acomb gate
- From entry to the site there will be 2m floor markings which lead to the main building entrance. This will be the only door sets which will be open for use

Vehicle entrance

- If you arrive by car please use the intercom or call the number on the sign and a member of the office team will open the gate if you are booked in. Please do not attend site without an appointment, if it is not your day for lessons or are not due to carry out essential work
- Please park in a designated bay and use the walkways to access the building
- Once meeting a walkway you will see the 2m floor markings which will lead you to the building

[Arriving on site video](#)



Entry to the building



MANOR
CHURCH OF
ENGLAND
ACADEMY, YORK



- At the entrance doors there will be a member of staff who will allow you into the building and provide relevant instructions
- Please queue along the 2m lines until you can safely access the building.
- We will admit entry as quickly as possible.
- [Entry to the building video](#)

Wash your hands at the wash station



CORONAVIRUS

STOP THE SPREAD



Regularly wash your hands with soap and warm water for at least 20 seconds



1. Wet your hands with clean water



2. Apply soap



3. Lather your hands including under nails



4. Scrub your hands for at least 20 seconds



5. Rinse hands well under clean water



6. Dry hands using a clean towel or air dryer

NEED MORE ADVICE?
GO ONLINE AT:

111.nhs.uk

- Upon entry to the building you will be asked to wash your hands at the wash station. Please do this before entering the hall
- In addition to washing your hands there will be hand sanitiser which can be used
- Please wash your hands regularly throughout the day
- [Washing your hands video](#).

Learning in the Hall



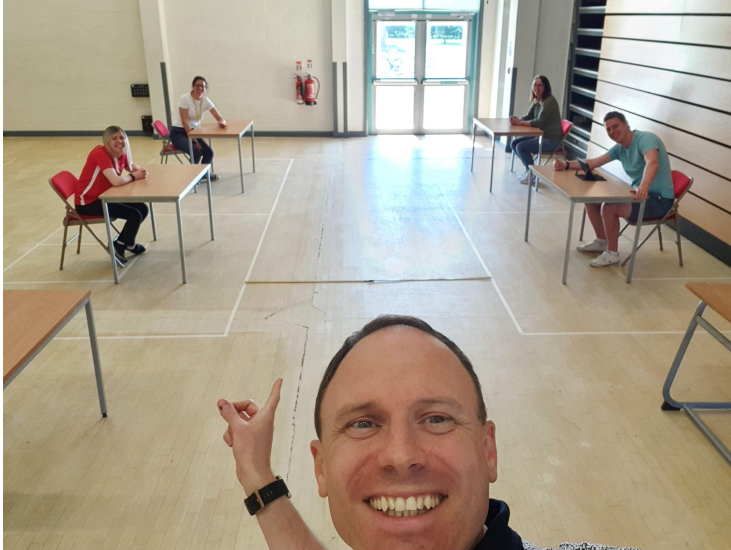
- After washing your hands you will go into the hall and be directed to your learning station, these will be numbered
- Please keep to the walkways and use the one way system to move around the hall
- Please find your seat, sit down and follow any instructions provided by a member of staff
- [Learning in the hall](#)

Your learning Station



- Your learning station is made up of a square and a rectangle.
- The square is where you need to sit and your chair must be within the square at all times
- The rectangle ensures you are at the 2m required distance from other students and staff members
- If using your iPads your teacher will be able to screen share so you can talk through your work, make sure that you have downloaded the Classroom app.
- If you are using an exercise book please take a photo of your work and then screen share with your teacher. Please do not pass your books to your teacher
- If you have forgotten anything, need the toilet or any help please put your hand up but remain in the square
- [Learning Station](#)

Your lessons



- During your 3 hours you will have access to an English, Maths and Science teacher each week. The remaining subjects will be represented at least once a fortnight.
- There will be 7 teachers in total available who will be with you for 5x30 minute support sessions.
- You will have a 30 minute break too to talk to your friends at 2m distance

If you need the toilet

- If you need the toilet please raise your hand and ask your teacher who will allow you to move out of your square
- Please follow the one way system and stand in the toilet queuing square. Please wait here until a member of staff states it is safe to proceed to the toilet
- To ensure social distancing measures are complied with only one student can use the toilet
- When you return from the toilet please use the one way system to return to your learning station
- [Going to the toilet](#)

First Aid

- If you feel unwell please alert a member of staff immediately and they will ask you to go to the first aid area in the Hub and a first aider will see you
- As a first aider will have to come within 2m of you they will be wearing appropriate PPE to protect both of you. Please do not be alarmed by this
- If you need to go home we will contact your parents and arrange this.
- If you develop any coronavirus symptoms you will need to leave site and self isolate for 7 days or produce a negative coronavirus test certificate

Fire procedures



- The fire alarm systems are functioning and have been maintained as normal however the evacuation muster point has temporarily been changed
- If the alarm sounds please follow the walkways to the nearest exit maintaining social distancing if it is safe to do so.
- Make your way to the marked area in the front car park and fill up the muster point starting from the back.
- Please stand on a tape mark, which are 2m apart and remain there until instructed otherwise.
- A register will be taken.
- [Fire Procedures](#)

Behaviour and Safeguarding



All students are expected to follow the social distancing guidelines at all times. If a student fails to do so, they will be asked to leave site, and their education provision will continue at home only.

If any student who is booked in to attend provision does not arrive within 10 minutes of the start of their session, parents will be contacted by phone to inform them. If a student is booked in but ill, we ask that parents let school know by calling 01904 798722 before 8.30am.

If you have any safeguarding concerns please contact Miss Scaum on l.scaum@mce.hlt.academy

Process For Accessing Provision



A weekly google form system will be in place for parents to book their child into the provision for the subsequent week. This form will close at 3pm on the Friday of the week before. This allows appropriate staffing levels to be in place, registers to be generated, teaching and learning plans to be made etc.

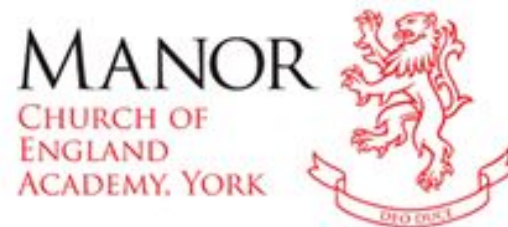
We are unable to take any students who are not booked in.

The form will then reopen each week at 9am on Monday.

The link will be sent to parents with details of the session that their child has been allocated to, and also posted on our website.

If you have any problems accessing this form, please contact Miss Scaum on l.scaum@mce.hlt.academy

Library Services



The LRC's 'Browse & Collect' Service

- Visit Eclipse.net by clicking on this link: <https://u007171.microlibrarian.net> and browse through the catalogue. See tutorial: (attached to email)
- Email your book request screenshot with your details (name and form group) to library@mce.hlt.academy **by 3pm on Friday.**
- An email reference code will be emailed to you. **Your book will be on your desk when you arrive at school the following week**
- Please remember this is a free first come, first served service! No fines are in operation for late books but damage or lost books will need to be replaced/paid for.
- Books will be stamped as usual with a return date of 2 weeks.

Book Returns

- Books can now be returned to the LRC.
- Return your books by posting them in the lockable returns box provided in the Reception area in school.
- These books will remain in quarantined until reissuing can recommence.

Showbie

- Visit 'Your Library at Home' (free Showbie group) to students with lots of competitions, quizzes, free resources and ebooks/audio books. Course name: Your Library at Home Code: V5Z99

[Video of Library Services](#)

Leaving Site



- You will be dismissed in a staggered way to ensure social distancing is maintained. Please use the walkways and the one way system at all times
- Wash your hands or use hand sanitizer before you leave site
- Please leave the site as swiftly as possible and do not meet with your friends after you have left the site

Please follow and respect the new rules as they are there for everyone's safety

MANOR
CHURCH OF
ENGLAND
ACADEMY, YORK



- Please do not attend school if you are not booked in to attend
- Wash your hands on arrival and regularly for at least 20 seconds
- Following social distancing guidelines at all times and remain 2m apart from anyone.
- Follow the signs, walkways and one way systems around the spaces which you are using.
- Please do not go to any other part of the building except if you have been instructed to do so
- If you have any concerns please raise these with a member of staff or your line manager



Risk assessment

To enable us to create our plans we have carried out a risk assessment based on the student numbers and the time they have on site.

This can be found through the following [link](#)

The risk assessment will be reviewed regularly but in particular if the following occurs:

- New government guidance is issued
- New Trust guidance is issued
- We are required to consider higher student numbers and increased time on site
- Any other significant change