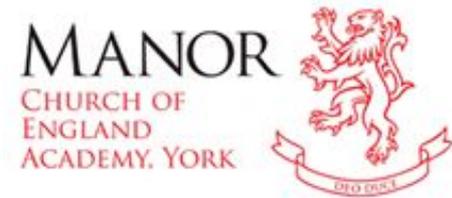


Keeping you safe upon your return to Manor

Health and Safety arrangements

September 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.

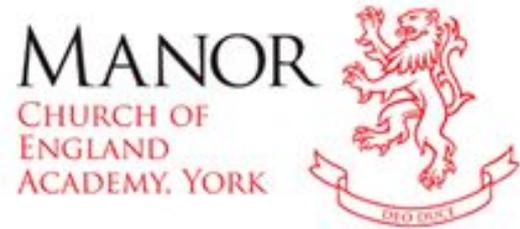
This document provides information on these arrangements and is for staff, students, parents, visitor and contractors. This document should be read by everyone before attending site in September

We know the school will look and feel a little bit different to when you left but we have followed the government guidance to ensure our arrangements keep everyone safe. We are really looking forward to you returning. Here is a message from the Principal Mr Barber [*Video link*](#)

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

Mr Lethem - Support Services Manager - a.letthem@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.

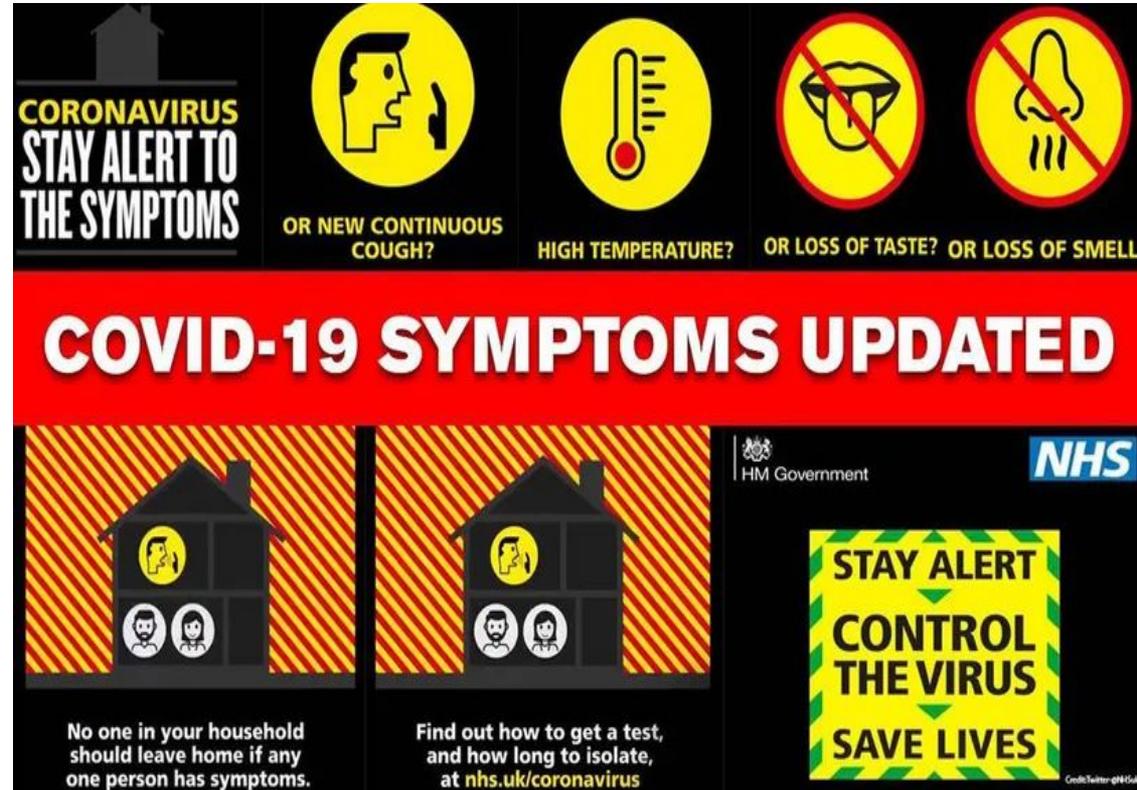
Please come and talk to us because we want to help in whatever way we can. Contacts are as follows:

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 10 days or are in quarantine from an international destination
- Anybody who has had symptoms within this period will need to undertake a coronavirus test before returning or self isolate for 10 days. If you are tested and the result is negative you can return to school and the self isolation ends.
- If positive, self isolate for 10 days from the first day of the symptoms and 14 days for other household members
- If you develop symptoms please contact the school immediately .



CORONAVIRUS STAY ALERT TO THE SYMPTOMS

OR NEW CONTINUOUS COUGH?

HIGH TEMPERATURE?

OR LOSS OF TASTE? OR LOSS OF SMELL

COVID-19 SYMPTOMS UPDATED

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

HM Government

NHS

**STAY ALERT
CONTROL THE VIRUS
SAVE LIVES**

Credit: Twitter @NHS

What are we doing to keep you safe?



- All people on site are required to wash or sanitize their hands frequently throughout the day
- Wall mounted Hand sanitiser and tissues and lidded bins are located in every classroom, workroom and key areas of the school
- We have modified the entry points to the site, the work spaces and classrooms so the required 2m social distancing measures can be achieved for staff and bubble groups by year for students
- Students will enter their bubble the moment they step foot on site and will not mix with anyone from another whilst at school
- Facecoverings are encouraged to be worn when moving around the school. All schools in the Trust have decided that these will not be mandatory
- All staff have been issued Visors which will be worn when 2m social distance can not be maintained and at other times if they choose.
- A new more frequent cleaning regime has been implemented which includes cleaning between bubble groups and 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 during the school day to carry out essential maintenance
- Anyone with symptoms will be required to self isolate for 10 days or will be required to produce a negative COVID 19 test

What do I need to bring?



- You should bring everything you need to learn. For example your iPad, exercise book and pencil case, just like any normal school day. Your iPad must be fully charged. You will keep your possessions with you and lockers will not be used
- You may wish to bring a personal bottle of hand sanitiser, however we have fixed dispensers in each classroom and there are plenty of handwashing facilities available.
- Please bring a filled water bottle from home as the water fountains will not be in use.
- We encourage the use of face coverings in communal areas such as corridors, however a face covering is optional. If you choose to wear a face covering please watch this [video](#) on how to wear a face covering correctly and it is important you dispose or store a face covering correctly. You should not bring or wear gloves as these could increase the risk of transmission of germs and viruses
- Normal school uniform should be worn as this meets the current guidance set out by the government

Travelling to and from site and bubble groups

Bubble groups - A bubble is a group of people who, whilst at school, can work and learn together without carrying out social distancing in the same way which is required out of school. In line with government guidance our school community bubbles will be made up of year groups. This means there will be 5 bubbles - Year 7, Year 8, Year 9, Year 10 and Year 11. The school has been split up into zones to help keep the bubbles separated. Whilst at school these groups will stay together and will not mix at any point unless there is an emergency situation. Your zones map can be found attached to the correspondence e-mail

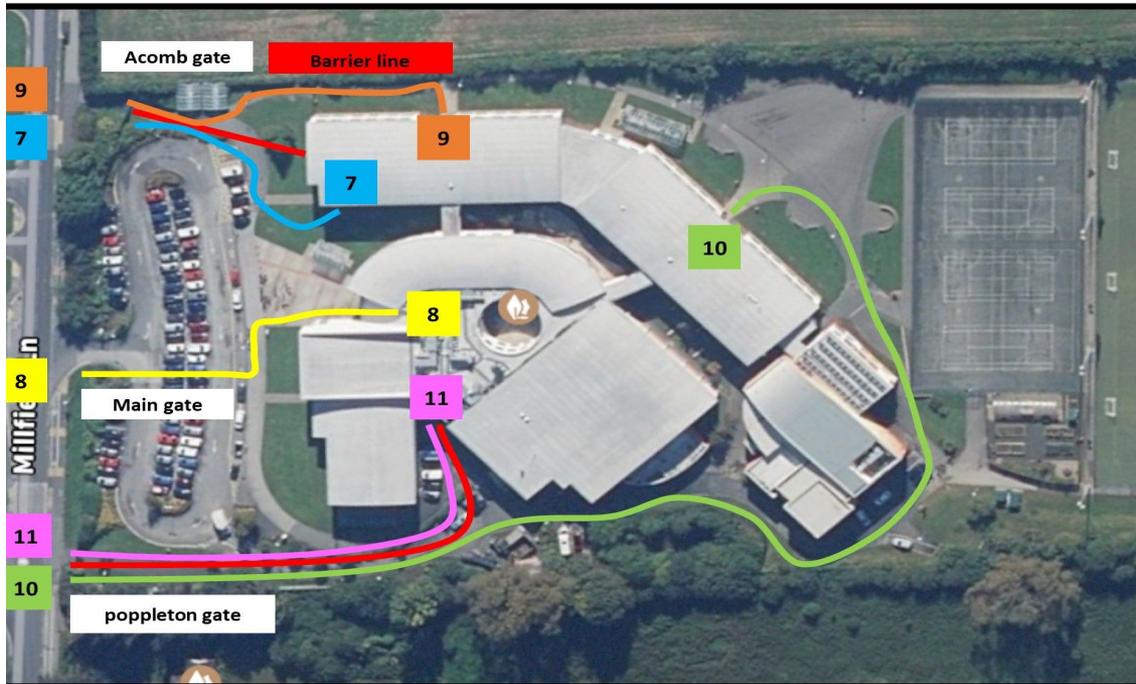
Travelling to and from site - When travelling to site you should maintain social distancing from those around you. If you are travelling on public transport or a school bus then you should follow the current rules in regards to social distancing and face coverings.

Bike travel - Each bubble entrance will have bike storage. Please store your bike in the racks in your bubble zone

Vehicle Access - To enable us to create the bubble groups there will be no vehicle access for parents to drop off students. If you are travelling by car please find a safe space to drop your son/daughter off

Arriving on site - The entry points to the site have been modified and there are now 5 entry points, 1 for each year group. When you enter the site through the entry point that area will be your zone.

School entry and exit routes



What to do when you arrive?

- When you enter your year group entry gate you will be in your year group bubble zone.
- Each zone has one entry point so please use this and go straight to your first lesson.
- The gates open at 0820 and there will be teachers in each room from this time.
- When you enter the room please use the hand sanitiser (unless you have brought your own) and then go to your seat.

Hygiene measures



CORONAVIRUS

STOP THE SPREAD



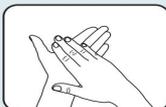
Regularly wash your hands with soap and warm water for at least 20 seconds



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

- It is important that everyone sanitises and washes their hands regularly throughout the day. Students are required to do this on arrival/departure of a classroom, after break, before and after lunch.
- There are hygiene stations in every classroom, workroom and in key areas which include hand sanitizer, tissues and lidded bins.
- Please wash your hands regularly throughout the day
- When you arrive on site students will go directly to their first lesson. All students will use the hand sanitizer in the classroom, unless they have their own. This process is repeated for the mandatory hand cleaning times.
- If you need to sneeze or cough please do this into a tissue and then put this in the lidded bins in each room

NEED MORE ADVICE?
GO ONLINE AT:

111.nhs.uk

Classrooms including practical space



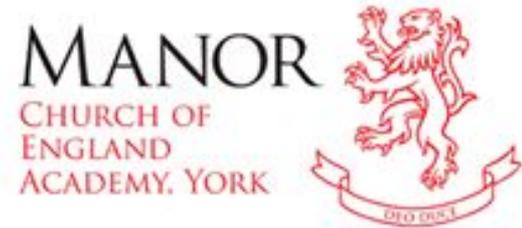
- Classrooms will look slightly different to what you are used to
- When you enter the room there is a hygiene station which contains hand sanitiser, tissues and a lidded bin. This should be used when you enter
- All the seats, except for some practical spaces, will be in rows facing forward
- On the floor there are 2 floor lines. One is close to the first row of tables and the second line is close to the teacher. The space between the lines must not be used as this space keeps the staff member at a safe distance from the class.
- Year 7s and 8s will have the same classroom for all lessons
- We will no longer have department wings and the teachers will move around the rooms

The school day



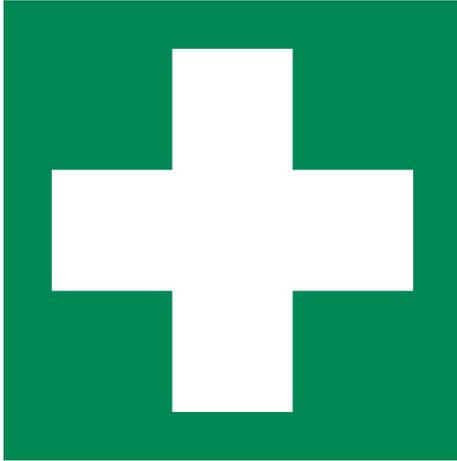
- We are able to keep the normal start and finish times of the school day. Students should arrive from 0820 to start lessons at 0840. No access to the site will be allowed before 0820. The school day finishes at 1520. Tutorials have been moved to later in the day to enable us to stagger breaks. This means when you arrive you will go straight to your first class.
 - Year 7s and 8s will be taught in the same general classroom for the whole day
 - Year 9s will be taught mainly in general classrooms but will have some practical teaching
- Year 10s and 11s will be taught in their respective zones but will have access to the specialist spaces to carry out practical work
- Breaks will be staggered between year groups and you will be only allowed in an allocated space which is either the hall, lunchbox or balcony and L4,5,7 for year 11s.
 - Lunch will take place at the same time however bubbles will only be allowed in an allocated space to eat and play and there will be a limited menu
 - A map with break and lunch locations is attached to this correspondence

If you need the toilet



- Each bubble group except for two have their own set of toilets. For the two bubbles which share toilets these breaks and lunches are at opposite times so the bubbles do not mix.
- Students should not congregate in the toilet and only be in this space for the minimum amount of time. Please observe the capacity of the toilet with the sign at the entrance point
- Toilets are cleaned regularly throughout the day

First Aid



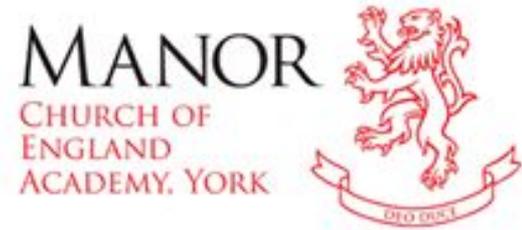
- If you feel unwell please alert a member of staff immediately and they will use the oncall system so you can be moved to the HIVE and a first aider will see you
- A first aider will be wearing appropriate PPE to protect both of you. Please do not be alarmed by this
- If you need to go home we will contact your parents and arrange this. This will happen automatically if you are displaying COVID 19 symptoms
- If you develop any coronavirus symptoms you will need to leave site and self isolate for 10 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 points have changed
- If the alarm sounds please follow the walkways to the nearest exit maintaining social distancing if it is safe to do so. Fire sweepers and staff members are there to assist you
- Make your way to the following areas
 - Year 7 + 8 Tennis courts
 - Year 9, 10, 11 Astro
 - Applefields and SEN - Shelter in front of tennis courts
 - Staff (Excluding form tutors, Year leaders and SLT) the path in front of the tennis courts and maintain 2m distance
 - IE - Long jump pit and maintain 2m distance
- Please do not re-enter the building until you are told it is safe to do so by SLT
- *Fire drills will take place during the first term. These will be carried out in bubble groups*

Behaviour and Safeguarding



All students are expected to follow the rules for zones and bubble groups at all times.

If a student is 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

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 have symptoms of COVID19 or are required to quarantine
- Sanitise/wash your hands on arrival and regular throughout the day
- Following social distancing guidelines at all times and remain 2m apart from staff and anyone not in your bubble group
- Please do not go to any other part of the building outside your bubble zone
- We encourage you to wear a face covering when using the corridors and communal areas indoors
- If you have any concerns please raise these with a member of staff or your line manager for staff



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