



The Coppice Academy



28 August 2020

Coppice Academy's September Opening

We hope you have had a good summer holiday which we are sure in this current climate has all been a bit different than normal. We are really looking forward to welcoming all our students back into The Coppice on Wednesday 2nd September. The information we sent out at the end of July has, as you can imagine had to be amended due to changes in Government guidance and therefore additional information has been added to ensure we are fully compliant with the recommendations.

The document can be used to answer the many questions yourselves and your children may have before starting back to the Academy and remove some of the concerns as we start back into the new academic year.

Prior to students arriving at the Academy:-

- If anyone in the household has had any Covid 19 symptoms, students must **NOT** attend The Coppice and must report it to the Academy as soon as possible.
- Students must wear their Academy uniforms that are ideally laundered daily.
- Private/Personal vehicles must have been cleaned with an appropriate agent, prior to the student entering the vehicle to go to the Academy, this includes all surfaces that come into contact with the student.
- Students must bring a packed lunch, ideally that contains an ice pack as the Academy cannot store packed lunches for students. Students who receive a Free School Meal will be provided with a packed lunch at The Academy.
- No hot meals will be provided at the Academy in the first two weeks of term, however, this will be frequently reviewed.
- Students may bring one small bag ideally a carrier bag to carry their packed lunch including snacks and drinks for the day.
- PE kits are to be brought in daily.
- **NO other personal items to be brought into school e.g. footballs, cards etc.**

Following recent changes in Government guidance and having reviewed the guidance from the World Health Organisation (WHO), we have taken the decision that from 2nd September 2020 **ALL** staff and students (including those who are not yet aged 12) must wear face coverings as they move about our buildings. Once students reach their seat or staff take their place within their marked teacher desk area, then face coverings can be removed. In outdoor areas face coverings can be removed during independent time. At all times staff and students are advised to maintain social distancing.

Principal: Diane Ahearn

Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY

Tel: 01782 973500 | **Email:** office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk





The Coppice Academy



We believe, you achieve

There is specific advice on wearing face coverings below which we would like all staff and students to adhere to, as issued by the Government and we ask that **all staff and students ensure they have face coverings for use at school at all times**. Guidance suggests that face coverings with ear loops, ties or clips should be used. For any student who prefers to wear a face covering for long periods we ask that you bring sufficient face coverings each day to allow changing where coverings become damp. We also ask that when not worn face coverings are placed in individual, sealable plastic bags between use.

If you are concerned in regards to this guidance in regards to your son or daughter wearing a facial mask due to your child's needs then please contact the Academy to discuss this further.

In summary:

- Staff and students should bring suitable face coverings for their personal use each day
- Face coverings (and visors for staff) should be worn at all times in communal areas of school buildings
- Face coverings with ear loops, ties or clips should be used
- Bandanas/scarfs/tea towels etc will not be accepted.
- Face covering with foul language and inappropriate images are not accepted or appropriate within an education setting and therefore will not be accepted
- Face coverings should be worn on communal transport used by students to get to school.
- In outdoor spaces and once seated in the classroom or at dining spaces, face coverings can be removed
- Once removed, face coverings must be stored in an individual plastic bag or sealable container
- Staff and students should adhere to the advice on how to wear a face covering below.

How to wear a face covering:

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.

Principal: Diane Ahearn

Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY

Tel: 01782 973500 | **Email:** office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk





The Coppice Academy



We believe, you achieve

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession.

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

If a student forgets their mask/or it is deemed as inappropriate, a disposable one will be provided for them on the initial day, parents will then be expected to replace their child's mask ready for the following day in the Academy. A continuation of the student failing to bring in their mask will result in a call to parents for one to be brought to the Academy.

- **PARENTS MUST WEAR A FACE MASK ON THE SITE**

We appreciate that this is a change for our school community and wanted to provide you and your child with as much notice as possible. We are very much looking forward to welcoming your son or daughter back to The Coppice Academy.

Principal: Diane Ahearn

Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY

Tel: 01782 973500 | Email: office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk





The Coppice Academy



The Academy day will start at the normal time with students arriving between 8:30-8:40am on Wednesday 2nd September and finish at 3.00pm

The Government guidelines currently advise that people should avoid using public transport where possible. Instead try to walk, cycle or drive. If you do travel, thinking carefully about the times, routes and ways you travel will mean we will all have more space to stay safe. Please see <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- We will be accepting students who are transported by the local authority. The Academy has no jurisdiction over transport. Parents must read all the guidance that has been provided by their local authority and the Government. Parents/carers must take full responsibility that their child, driver and escort adheres to the guidance.

Arrival at Academy

- All students will arrive by foot independently or with parents/private or LA transport, students on foot will remain on the pathway and vehicles will remain on the drive until the gates are opened.
- Students will not be expected to social distance from each other but will be expected to social distance from adults as stated within the Government Guidelines.
- The student gate will be opened, parents will drop off at the gate unless they need to hand over medical supplies.
- All LA transport to pull on to the forecourt and when directed either allow students out or open the door to allow students to exit the vehicle.
- Parents/carers who will be transporting their child please pull on to the forecourt and when directed allow students out or open the door to allow students to exit the vehicle.
- ALL students will be expected to wear a mask on entry to the site as this is classed as a communal area, students will then remove their mask within their designated classroom.
- Medical drop-offs will be supported by staff, using social distancing, please be aware that this will require a signing over to occur by the double gates on entry to the site.

On exiting a vehicle students will be guided through the side access gate (wearing their face masks), where students will be directed to use the anti-bacterial gel dispenser on hands (and told to rub in well). Temperatures will then be taken and recorded. Staff will be observing social distancing (2 meter gap) as much as is reasonably possible.

Staff will not be carrying any items for students unless there is a disability that prevents the student from carrying their bags.

Principal: Diane Ahearn

Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY

Tel: 01782 973500 | **Email:** office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk





The Coppice Academy



We believe, you achieve

Parents/carers and drivers are asked not to engage with education staff or other students with the exception of reporting a safeguarding concern or providing medical/medicine for the student.

Preferred communication methods;

Email: office@coppice.shaw-education.org.uk

Telephone: [01782 973500](tel:01782 973500)

- All vehicles will then be guided out of the forecourt to ensure health and safety.

In the Academy:-

All students will be instructed/advised to use the antibacterial gel stations throughout the Academy, this will be from the point of entry, through any corridors that require surfaces to be touched and classrooms.

- Students will be temperature checked at lunchtime, if a student presents with a high temperature they will be isolated and asked to wear a mask in an allocated room with a member of staff and parents will be requested to collect immediately.

First 4 weeks in September

- The Academy is also operating a one way system for all students and staff which has clear signs indicating the direction of flow.
- On the first day students attend The Coppice, the tutor will explain the Academy's expectations for the students.
- Students will be escorted to the toilets by staff, stations have been set up for the toilet to be cleaned after use and this is an expectation.
- Students will initially follow an adapted timetable
- Students will be allocated a seat in their tutor group classroom where they will be taught throughout the day. Students will be given a tray with all the resources that they need to complete any work set. The trays they are given are for their use only.
- All classrooms have been planned with the 2m social distancing gap between staff and students. Students will be seated in line with government guidance.
- KS3 Students will have staggered breaks and lunches to KS4 students to reduce the amount of students on the playground.
- All students will eat their lunch at their desk in their tutor room and music or a film will be played to ensure it is different to lesson time.

All students will be called to the side gate at home time and escorted to the gate (walkers) or to their transport.

Principal: Diane Ahearn

Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY

Tel: 01782 973500 | Email: office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk





The Coppice Academy



We believe, you achieve

Addendum to the Academy's behaviour policy

If a child breaks the following rules by;

- Touching books or resources that are out of bounds
- Not washing/ sanitising hands
- Not maintaining social distancing as directed
- Not maintaining good personal hygiene
- Deliberate coughing or sneezing over or directed at another student or member of staff
- Spitting or any exchange of bodily fluids due to student actions.
- Biting oneself or others

Or any other behaviour that can lead to cross contamination with others.

Parents/guardians will be asked to collect their child immediately and an exclusion will be given for dangerous behaviour.

End of the day:-

- Parents and LA transport are requested to collect their child promptly at the allocated time of 3.00pm for the first 4 weeks using the same format for the start of the day (as above).
- ALL students will be expected to wear a mask on exiting their designated classroom when preparing to leave the site due to it being classed as a communal area.
- Students who are collected by parents on foot will be called in the order of parents who are lining up outside (**PARENTS MUST WEAR A FACE MASK ON THE SITE**), where students will be released individually to parents who will follow the one way system exiting the Academy.

Yours sincerely

Diane Ahearn

Principal

Principal: Diane Ahearn
Abbots Way, Newcastle-under-Lyme, Staffordshire ST5 2EY
Tel: 01782 973500 | Email: office@coppice.shaw-education.org.uk

Web: www.coppiceacademy.org.uk

