

**Morecambe Bay**  
Academy

**Belong Believe Achieve**

Parent Information:

School reopening in September  
2020

[morecambebayacademy.co.uk](http://morecambebayacademy.co.uk)



We hope you and your family and friends are safe and well at this time.

In line with government guidance, we intend to re-open school, full time, for all pupils in September.

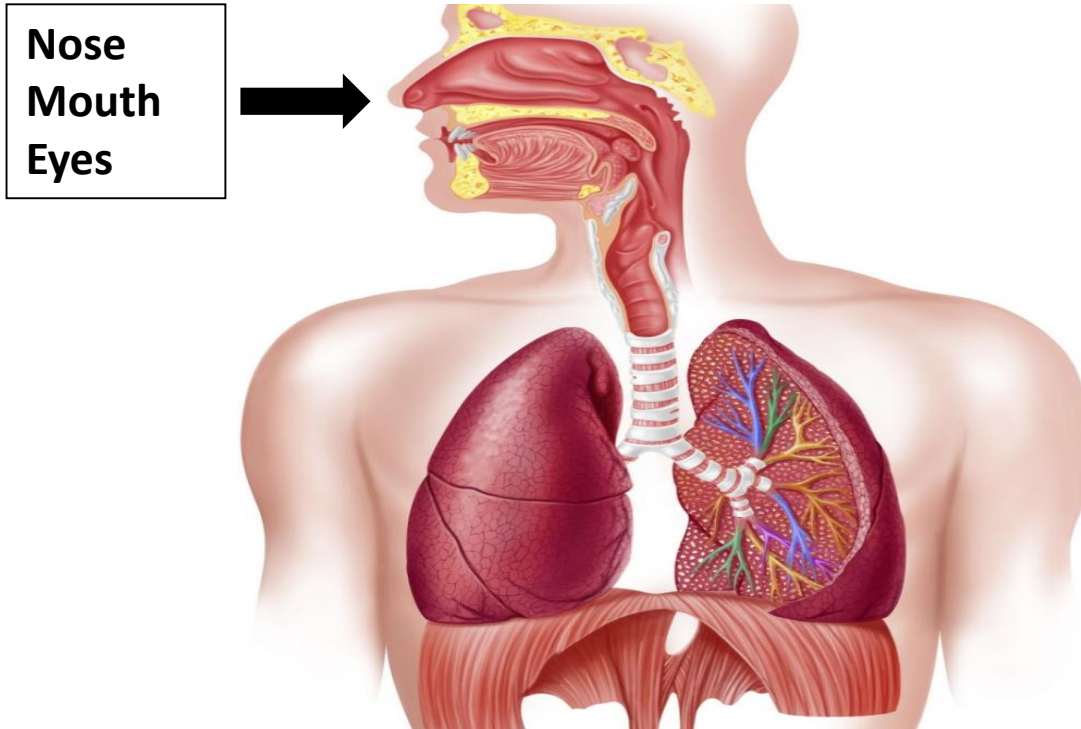
This presentation will inform you of what this process will look like and how we will keep your child safe.

We will start with looking at how the school will minimise the risk of infection between students.



# How is the virus transmitted?

Coronavirus or COVID-19 is a respiratory illness. Which affects your lungs and airways. Therefore the route of entry is through the:



## Symptoms:

- New, continuous cough
- Fever/high temperature
- Shortness of breath
- Loss/reduced sense of taste and smell



The greatest risk of transmission is through droplets generated when an infected person coughs or sneezes and you inhale the droplets.

## Identified effective control:

- Prevent unwell people being in school
- Social distancing
- Catch it! bin it! kill it!



A lower risk of transmission is when these droplets fall on to a surface. Transmission can occur if you touch the surface and then touch your face with unwashed hands.

Identified effective control:

- More regular hand washing
- More regular cleaning
- Restriction of movement around the building





# How school protecting students: Promoting good hygiene and enhanced cleaning

- Catch it, bin it, kill it – if your child coughs or sneezes, we encourage them to do this into a tissue – individual student packs are available in each room. If they do not have a tissue to hand then they should use the inside of their elbow to cough/sneeze into. Any tissues that are used must be placed in the lidded bin within the classroom.
- Cleaning hands more often than usual – students will be asked to wash their hands/use hand sanitiser when entering and leaving the room. They will also be asked to use hand sanitiser if they have coughed/sneezed into a tissue. Hand sanitiser is available in all classrooms and at stations on the corridors.
- Not sharing equipment and resources – students must bring their own equipment to school. They must not share any of their belongings and this extends to food and drink, mobile phones or any other tangible items that could hold the virus on its surface.
- Enhanced cleaning - we have increased the number of cleaners in school each day and the frequency in which classrooms and other areas of school will be cleaned.

## Minimising contact with individuals who are unwell

- If your child or any members of your household are demonstrating symptoms of Covid-19, then your child **MUST** self isolate for 14 days and **MUST NOT** come into school.
- Only after 14 days, or if your child has tested negative for Covid-19, can they return to school.

## Year Group 'Bubbles'

- In line with government guidance, we are adopting Year Group 'Bubbles'. This allows us to keep students, in the same year group, together throughout the day in allocated 'zoned' areas of the school. This approach allows us to keep students apart from students in other year groups.
- This approach means that students do not have to socially distance from their year group peers.
- Government guidance does however state that teachers and other staff members must maintain a distance of 2m from students where possible.



# How school protecting students

- If any member of the school community starts to show symptoms during the school day, a member of the Senior Leadership Team will be informed and the student or adult will be isolated in a meeting room.
- If your child is demonstrating symptoms, you will be contacted immediately and arrangements will be made for your child to be sent home. Appropriate medical advice will be sought if necessary and first aid administered.
- Your child should then self isolate for 14 days and not return until this period of time has passed or your child has tested negative for Covid-19.
- The medical room will be deep cleaned after every use.







## Year group zones

- Students will be taught the majority of their subjects in rooms within their allocated 'zones'
- Where they need to access a specialist room, for example in Technology or Art, students will be directed across the school site to minimise any interaction with other year groups.
- Students will be expected to use identified gates to enter/leave the school site and certain entrances, exits and staircases within the school buildings.
- There are allocated outside spaces which students can access at lunchtime. Students must not go into other year group zones.
- We have allocated toilet facilities to each year group.



<b>Year 7</b>	
<b>Base</b>	<b><u>R block</u></b> X band: (X1-R1, X2-R2 and X3-R3) Y band: (Y1-R4, Y2-R5 and Y3-R6)
<b>Specialist rooms</b>	Science, Art, Music, Drama, Technology, Computing and PE. Access to Science via <b>Staircase 2</b>
<b>Entrance / exit</b>	ARC gate - <b>Gate 2</b>
<b>Toilets</b>	R block and Main building (G1/G3) accessed via <b>Entrance 1</b>
<b>Lunch arrangements</b>	G4 - entrance opposite English office - <b>Entrance 1</b>
<b>Social areas</b>	Wet weather - R block rooms Dry weather - Front of school next to Dallam Avenue Bike rack - Side of R block
<b>Head of Year</b>	Upstairs office in R block



<b>Year 8</b>	
<b>Base</b>	<b><u>H block &amp; T2</u></b> X band: (X1-H1, X2-H2, X3-H3 and X4: T2) Y band: (Y1-H4, Y2-H5 and Y3:H6)
<b>Specialist rooms</b>	Science, Art, Music, Drama, Technology, Computing and PE. Access to Science via <b>Staircase 2</b>
<b>Entrance / exit</b>	Back gate (Sports Hall) - <b>Gate 3</b>
<b>Toilets</b>	H block and T block (lesson time only)
<b>Lunch arrangements</b>	G5 - accessed via Studio corridor - <b>Entrance 4</b>
<b>Social areas</b>	Wet weather - H block rooms + T2 Dry weather - Back yard Bike rack - MUGA side of T block
<b>Head of Year</b>	Upstairs office in H block



<b>Year 9</b>	
<b>Base</b>	<b><u>Main building – upper corridor</u></b> X band: (X1-U8, X2-U9, X3-U10 and X4:U11) Y band: (Y1-U14, Y2-U15, Y3-U16 and Y4-U17)
<b>Specialist rooms</b>	Science, Art, Music, Drama, Technology, Computing (inc. Vocational subjects) and PE. Access to Science
<b>Entrance / exit</b>	Back gate (3G) – <b>Gate 4</b> Access/exit school building via Learning Support stairs – <b>Entrance 3</b> and stairs by Learning Support to access upper floor – <b>Staircase 3</b>
<b>Toilets</b>	Art/Music block toilets
<b>Lunch arrangements</b>	Pre-orders collected from bottom of Learning Support stairs
<b>Social areas</b>	Wet weather – 'U' rooms Dry weather – Both MUGAs – no ball games allowed Bike rack – Main building side of T block
<b>Head of Year</b>	Office in Safe Space



<b>Year 10</b>	
<b>Base</b>	<b>Main building – upper corridor:</b> X band: (X1-U20, X2-U1, X3-U2 and X4:U4) Y band: (Y1-U5, Y2-U6 and Y3-U7)
<b>Specialist rooms</b>	Science, Art, Music, Drama, Technology, Computing (inc. Vocational subjects) and PE
<b>Entrance / exit</b>	Front gate – <b>Gate 1</b> Access/exit school building by G2 – <b>Entrance 1</b> and stairs by student reception to access upper floor – <b>Staircase 1</b>
<b>Toilets</b>	Ground floor – opposite G1/G3 and G9 accessed via stairs by student reception
<b>Lunch arrangements</b>	Pre-orders collected from Library entrance
<b>Social areas</b>	Wet weather – ‘U’ rooms identified above Dry weather – Front field Bike rack - House
<b>Head of Year</b>	Office in Safe Space



<b>Year 11</b>	
<b>Base</b>	<b>Main building – ground floor corridor:</b> X band: (X1-G1, X2-G2, X3-G3, X4:G6 and X5 G9) Y band: (Y1-G10, Y2-G13, Y3-G14, Y4-U15 and Y5-G16)
<b>Specialist rooms</b>	Science, Art, Music, Drama, Technology, Computing (inc. Vocational subjects) and PE. Access to Science via <b>Staircase 2</b>
<b>Entrance / exit</b>	Front gate – <b>Gate 1</b> Access/exit school building by staff room – <b>Entrance 2</b> Bike rack - House
<b>Toilets</b>	Ground floor – opposite G9
<b>Lunch arrangements</b>	Pre-orders collected from T1
<b>Social areas</b>	Wet weather – ‘G’ rooms Dry weather – 3G: no food or ball games allowed. Food to be consumed in area by entrance to 3G
<b>Head of Year</b>	Key Stage 4 office



<b>Sixth form</b>	
<b>Base</b>	<b>Sixth form block: 'C' rooms and 'B' block:</b>
<b>Specialist rooms</b>	Science, Art, Music and Dance. Access to Science via <b>Entrance 2</b> and <b>Staircase 2</b>
<b>Entrance / exit</b>	ARC gate - <b>Gate 2</b>
<b>Toilets</b>	Sixth form block
<b>Lunch arrangements</b>	Food served in common room
<b>Social areas</b>	Sixth form block Bike rack - House
<b>Head of Year</b>	Key Stage 5 office



<b>ARC</b>	
Base	ARC
Specialist rooms	Not applicable
Entrance / exit	ARC gate - Gate 2
Toilets	ARC
Lunch arrangements	Food served in ARC
Social areas	ARC rooms and courtyard
ARC Manager	ARC office

<b>SEND</b>	
Base	Learning Support / Safe Space
Specialist rooms	Safe Space, G11 and G12 for intervention
Entrance / exit	As per identified year group
Toilets	As per identified year group
Lunch arrangements	As per identified year group
Social areas	As per identified year group
SENCO	Learning Support Office





- To help minimise movement across the school, we have altered the format of the school day:
  - Period 1: 8.55 – 10.05
  - Period 2: 10.05 – 11.15
  - Period 3: 11.15 – 12.25
  - Lunch: 12.25 – 13.05
  - Period 4: 13.05 – 14.05
  - Period 5: 14.05 – 15.05
- Each lesson in the morning has a 10 minute 'break' built into it. It is at the class teacher's discretion on how to utilise this period of time.



There will be a limited canteen service so where possible, we would encourage students to bring a packed lunch. Students who are in receipt of Free School Meals will still be able to access these in school.

We will only be offering a meal deal option for £2.50. This includes a choice of main meal or sandwich, cake of the day or piece of fruit and a choice of drink.

- **Year 7 and 8** students can purchase meals from our dining rooms. **PLEASE** put money on your child's account via ParentPay as our 'money machines' will not be accessible for your child to put money onto during the school day.
- **Years 9-11** must pre-order their meals in advance for the full week ahead. Meals will be distributed via the identified points of service within their zoned area.
- **Sixth form** lunchtime arrangements remain unchanged.



- Pastoral support will be available for any student needing it. Heads of Year have been roomed in their year group zones. In order to facilitate this support and to ensure pastoral staff can maintain an appropriate/safe distance from students, we cannot allow students to turn up unannounced to the Head of Year office.
- **ANY** pastoral support must be by appointment only. Heads of Year will be available before and after school and during lunch for the students to access directly and where necessary make an additional appointment.
- If a class teacher identifies a student who needs support, they will email the respective Head of Year and a meeting will be arranged at the earliest convenience.
- We will continue to utilise all our internal resources and external agencies to support all of our students on their return.



- As adults and students need to, where possible, remain 2m apart, this will obviously impact on TA support in class. For a very small number of students who need support that dictates the adult spends a significant amount of time within 2m of the child, these members of staff will wear appropriate PPE.
- For other students that currently benefit from in class support, we are investigating how feasible it is for TAs to engage with students, at a distance of 2m, effectively and without distracting Teaching and Learning. We are looking at what alternative provision/support may look like to best meet the needs of students whilst adhering to government guidance.
- We are also looking to initiate group work interventions (within year group bubbles) where students will be removed from class in place of some of the one to one in class support.

As you are already aware, we have high expectations of everyone in our school community. It is essential that students are well behaved when in school and follow all adult instructions at the first time of asking.

Our expectations and routines will be shared with the students on their return.

More detailed information about our expectations and routines can be found on our school website via 'School Life' tab – School Reopening.

## Attendance

- The government have made attendance compulsory from September. We will therefore follow our attendance procedures if a student is absent from school.

## Uniform

- Students are expected to wear their **FULL** school uniform in line with our uniform expectations.
- If you have any queries please do not hesitate to contact us.

## Uniform expectations for 2020-2021

### Students MUST wear:

- School blazer\*
- School tie\*
- Plain white shirt (short or long sleeved)
- Charcoal grey trousers
- Charcoal grey/checked Morecambe Bay Academy skirt\*
- Plain black or flesh coloured tights
- Plain black or white ankle socks – no knee high socks
- Plain black 'leather/imitation leather' school shoes – no pump/trainer style footwear is allowed and avoid canvas/suede materials
- Items of clothing with religious significance may be worn. Please discuss this with your child's Head of Year.

\*Items of uniform must be purchased through 'Uniform and Leisurewear Company'. Other items of clothing/footwear can be purchased through the high street.



## Uniform expectations for 2020-2021 continued:

- Students may wear a plain, unbranded, navy blue V neck jumper under their blazer. This is not to be worn in place of the blazer.
- The only jewellery permitted is one pair of plain silver or gold coloured studs worn in the lower ear lobe. No facial piercings are allowed – pupils may wear a plain wrist watch.
- Students are allowed to wear mascara, concealer and foundation – this must be subtle\*. Students are not allowed fake eyelashes/eyelash extensions, false or acrylic nails or wear coloured nail varnish.
- Haircuts must be smart and presentable and need to be suitable for the school environment. Haircuts that are extreme\* in style or colour are not allowed. Fully shaved heads, tramlines are not acceptable.

\*If required, the academy will make the decision on what is subtle or acceptable in relation to make-up and hair styles.

If you are in doubt regarding any aspect of our uniform expectations, please contact us to discuss in advance any queries you may have.



## PE kit 2020 – 2021

All items of the PE kit must be purchased through 'Uniform and Leisurewear Company' with the exception of low cut trainer socks and trainers/boots.

### Girls

#### Tops

- T-shirt
- Tracksuit top

#### Bottoms

- Shorts or skorts or leggings
- *Tracksuit bottoms (Outdoor lessons - October ½ term to Easter only)*

#### Footwear

- Long Socks navy socks or low cut trainer socks
- Trainers





## PE kit 2020 – 2021

All items of the PE kit must be purchased through 'Uniform and Leisurewear Company' with the exception of low cut trainer socks and trainers/boots.

### Boys

#### Tops

- Rugby shirt (all outdoor lessons September to Easter)
- T-shirt (all indoor lessons and summer term outdoor lessons)
- *Tracksuit top (optional for all lessons – not to be worn for rugby)*

#### Bottoms

- Shorts
- *Tracksuit bottoms (Outdoor lessons - October ½ term to Easter only)*

#### Footwear

- Navy long socks - football / rugby
- Low cut trainer socks (not to be worn for rugby / football)
- Studded boots (Grass / 3G lessons)
- Trainers (indoor lessons / hardcourt / 3G)



## Home school contract

- We have drawn up a home school contract which outlines what we, as a school, will do and what our expectations are of your child and how you can support them and us in ensuring we have a safe and productive school environment.
- By sending your child to school, you and your child are in agreement to follow the expectations outlined.

### Home School Contract during Covid-19 pandemic



During the Covid-19 pandemic, it is essential that we protect everyone's health and wellbeing in addition to providing an appropriate academic curriculum. Morecambe Bay Academy will respond to and implement all relevant government guidance for educational settings.

#### As an academy, we agree within a supportive and caring environment:

- to provide a secure, happy and safe place for your child to work in
- to provide appropriate hand washing facilities and promote good hygiene
- to provide teaching rooms which allow for social distancing to take place with no more than 15 pupils in a classroom
- to minimise the movement of students across the school site and within their allocated class groups
- to provide isolated facilities for any students demonstrating symptoms in school and to administer first aid where appropriate
- to provide appropriate social and emotional support
- to provide appropriate resources and materials for home learning.

*V. Michael*

Mrs V Michael  
Principal

#### As parents, we ask you to agree:

- to ensure your child attends school if well enough to do so
- to contact school if your child is unable to attend school
- to support the school in making sure that your child follows the Behaviour for Learning policy
- to ensure your child wears the correct 'amended' uniform and brings their own equipment
- to encourage your child to maintain good hygiene and social distancing whilst travelling to and from school and whilst in school
- to keep your child at home if they are showing any symptoms of Covid-19 and in line with government guidance, isolate them for the appropriate length of time
- to inform us if your child is displaying symptoms of Covid-19 as soon as possible
- to be contactable throughout the school day should your child need return home.

#### As a Morecambe Bay Academy student, we ask you:

- to be respectful of other students and adults in school
- to maintain social distancing (2m apart) with other students and adults whilst in school and in the wider community
- to practice good hygiene and follow school instructions regarding regular handwashing
- to inform a member of staff immediately if you or a friend is displaying symptoms of Covid-19
- to bring your planner, your exercise books, your pencil case and any other kit or equipment you need
- to dress in correct 'amended' uniform and have pride in your appearance
- to work hard in all lessons and encourage other students to do the same
- to follow the Behaviour for Learning policy, work to meet our expectations and accept any sanctions that are given
- to spend the proper amount of time and effort on home learning activities.



To support a safe and orderly return after the summer holidays, we are staggering the start times for each year group.

## Tuesday 1<sup>st</sup> September

- Staff training day. **No students in school.**

## Wednesday 2<sup>nd</sup> September

- Year 7 and Sixth form **only**.
- Year 7 must arrive between 8.45 and 8.55 am and go straight to the main hall (through the main entrance of the building).
- Year 12 and 13 must report to the library between 8.45 - 8.55 am.

\*Additional information will be shared regarding the content of the day.



## Thursday 3<sup>rd</sup> September

Year 7 to follow their normal school day/timetable: 8.55 am – 3.05 pm

Year 12 and 13 to follow their normal school day/timetable: 8.55 am – 3.05 pm

- All other year groups with staggered start times identified below:

Year 8 – 8.55 am

Year 9 – 10.05 am

Year 10 – 11.15 am

Year 11 – 1.05 pm

In order to maintain social distancing between year groups, please ensure your child only arrives at the identified time.

Year 8 – 11 students must enter school through the front gates on Dallam Avenue. They will be directed to line up in their form groups on the front field before entering the main hall for a year group assembly.

The school day will end at 3.05 pm for all students.



- Students will have a year group assembly where we will guide them through the changes we have made in response to government guidance and how we have created a safe environment for them to access their learning. We will outline our amended routines and reinforce our expectations.
- We will also share with them what support is in place should it be needed.
- Students will receive their timetables and planners and will then access their lessons for the remainder of the day so they **must bring** a pen, pencil, ruler and whiteboard marker as a minimum expectation.
- All students will be dismissed at 3.05 pm.

## Friday 4<sup>th</sup> September

- ALL students in school following their timetabled lessons: 8.55 am – 3.05 pm.



Should, in the future, the local area go into lockdown (like in Leicester) or should we have a partial or full school closure for a period of time, we will revert back to online learning through Synergy.

We have made a number of significant changes to Synergy to improve online learning.

Please ensure you and your child have the relevant log in details and are familiar on how to access school work online.

If your contact details have changed, please ensure you have informed us of these changes so that we can effectively communicate with you.



**Morecambe Bay**  
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## Additional information

Please find below a link to the government guidance regarding school's reopening in September:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**We hope you have a safe and enjoyable summer break and we look forward to welcoming all our students back for the Autumn term.**