

Coronavirus addendum

Camborne Science and International Academy



Approved by:	Governors' Policy Committee	Date: 31 August 2020
First reviewed on:	1 September 2020	
Last reviewed on:	22 September 2020	
Next review due by:	17 December 2020	

Introduction

This addendum applies until further notice.

It sets out changes and exceptions to our Behaviour for Learning policy (July 2020). Students, parents and staff should continue to follow our normal Behaviour for Learning policy with respect to anything not covered in this addendum; the school will action all aspects of its current policy with regards to sanctions and rewards.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

Expectations for students in school

When students are in school, we expect them to follow all of the expectations set out in the addendum to keep themselves and the rest of the school community safe. Students must adhere to social distancing expectations at all times.

Staff will be familiar with these expectations and make sure they are followed consistently.

Parents should also read the expectations and ensure that their child/ren follow the new procedures that have been put in place.

Routines for arriving at and leaving school

With student and staff safety a priority, the school day and timetabling has been restructured to enable the school to maintain year group bubbles. We are requesting that students do not arrive at school before 8.00am and that they are at their form room for 8.25am, at the latest. Tutor groups have been allocated an entry door taking into account their year and tutor group. Students are to proceed to their tutor room as soon as they arrive in school and not be present on corridors.

Entry doors:

- Year 7: Door opposite ICT 4.
- Year 8: Door into English Block (near 84)
- Year 9: Door onto Darwin Avenue next to room 32.
- Year 10: For rooms 68, 69, 70, 74 – Door into old VI Form via ramp; Form rooms 11 and 12 – door into English Block; Form rooms 39 and 41 – door onto Darwin Avenue next to room 39; Form rooms 98, 100, 104 and 105 – door at the side of 98.
- Year 11: Door at the bottom of ICT stairs.
- VI Form: DT area – Door at bottom of stairs by DT office and door between DT4 and DT5; ICT1 and ICT2 – ICT1 toilet door; ICT3 and ICT4 – Door opposite ICT4 (same as Year 7).

At the end of the school day there will be a staggered dismissal of students. Students are expected to dismiss promptly and calmly, meeting our expectations for their conduct in full. Students that are waiting for a sibling from another year group will be informed of a year specific location to wait. Students will be dismissed at the following times:

- Year 7: 2.30pm
- Year 8: 2.35pm

- Year 9: 2.40pm
- Years 10 and 11: 2.45pm (Year 11 to attend bounce back/ intervention)
- Years 7 and 9 will exit from same door as they used for entering school, unless taught in a specialist room period 4 and **Year 8 will exit at the rear of school.**
- Years 10 and 11 teachers will have students exit from the nearest door, as their location is dependent upon their lesson period 4.

Toilets

Year groups have been allocated toilets for use at break and lunch; where a year group have been assigned the same toilets, year groups have break and lunch at different times and they can be cleaned at the times in between.

Year 7: Humanities block

Year 8: Fossey Way (just off the Languages corridor)

Year 9: Fossey Way (just off the Languages corridor)

Year 10: Planets/Jenner Terrace

Year 11: Thomas Way (near room 74)

The toilets next to ICT 1 will also be available for Years 7, 8 and 9 at break and lunch.

Student movement around the school

Students are to comply in full with our expectations for student movement around the school, as outlined in our Behaviour for Learning policy and must remain in their designated areas during lessons and at the informal times of break and lunch. Students must be respectful of social distancing at all times as they move around the school and throughout the informal times of the day, particularly with queueing; students are to walk in single file indoors on the left of the corridor. At lesson transition there will be staff on the corridors to ensure a smooth change over.

Year 7, 8 and 9 will be taught in tutor groups for all lessons

- they will have base rooms
- the teachers will go to the students for tutorial and lessons
- student movement will happen if specialist rooms are needed e.g. Computing, DT, Art, PE, Science, but only after the teacher has arrived

Years 10, 11, 12 and 13 will follow their normal timetable and some lessons will be split into two parts.

Break and lunchtimes will be staggered to limit the number of students around the school at the informal times of the day. Students will also be allocated specific locations to be at both break and lunch.

Lunchtime locations

- Years 7-9: Einsteiners, plus the canopy area and the gym for packed lunches
- Years 10 and 11: Planets and the rear of school, plus an indoor provision for packed lunches
- VI Form: Sassetta and the VI Form Centre

Break locations

- Year 7-9: Einsteiners and the canopy area
- Years 10 & 11: Planets and the rear of school
- VI Form: Sassetta and the VI Form Centre

Students will not attend assemblies in the main hall, but will view the assembly remotely in their tutor room.

Nexus and CSMS

Parents and carers of Nexus students are to refer to the separate guidance issued for details of their provision.

Social distancing in lessons

Teachers have been advised to keep 2m away from students (or 1m minimum), at the front of the class, and socially distant from colleagues as much as possible. Students will be seated facing forward in the same direction, where possible in classrooms.

Hygiene and Hand sanitising

Every classroom will have hand sanitiser and on entry to a classroom students will be required to sanitise their hands. Likewise, prior to purchasing food in Einsteiners or Planets, students will be required to sanitise their hands. Hand sanitiser will also be available in the packed lunch areas.

Students are to avoid touching their mouth, nose and eyes with their hands and comply with guidance on 'catch it, bin it, kill it' with regards to the use of tissues and their disposal when coughing or sneezing.

Students must wash their hands after using the toilet. Full expectations for the use of our toilets are clearly outlined in our Behaviour for Learning policy (page 2).

Students must not spit or cough at or towards another person; an intentional act will result in an exclusion.

Equipment and resources

Students should bring their own pens, pencils and stationery to school each day; students shouldn't share individual and very frequently used equipment like pencils and pens. A stationery shop is available in school for students to purchase items of stationery.

Face masks

From Thursday 24 September, students must now wear a face mask for all inside communal activities beyond the classroom. This includes: on school corridors, in lunch queues and any other occasion where communal activity may occur beyond the classroom. When students are eating food in one of the indoor dining areas, they are able to remove their face mask. Students must also wear a face mask on school/public transport.

Some students may also choose to wear a face mask in their classroom, either because they feel this is the right thing to do, or they, or a relative has a medical condition which may make them more vulnerable to the

effects of coronavirus. The school will be fully supportive of this. We request please that in these circumstances, the parent or carer contacts a member of the Year Team to inform the school of this decision.

We will ensure that the use of masks is managed in a way which does not raise anxiety among the student body and instead is positive, empowering and an expression of our school being a community which looks out for each other.

Parents are requested to contact the Year Team if their child is exempt from wearing a face mask, or believe that their child is exempt from wearing a face mask.

CSIA expectations for wearing a face mask in school must be followed at all times:

- Face masks must be appropriate for wearing in a professional working environment and not display any offensive language or images, at the discretion of the school.
- Face masks must be stored in a small plastic bag when not being worn
- Face masks must be clean for each new day at school
- When face masks are to be removed by students, they are to be removed from the ears to maintain effectiveness in their usage
- Face masks are not to be disposed of in school, but at home
- Students are to meet CSIA expectations for their behaviour and conduct when wearing a face mask and the school will follow up where students attend school with no face mask to wear.

Symptoms of Covid-19

If a student experiences symptoms of Covid-19 they must immediately inform a member of staff. The student will proceed promptly to reception where the school will then follow its set protocol, including making contact with the parent/carer to collect their child from school. Parent/carers are requested to immediately inform the school of the result of any test. The self-isolation period for any student experiencing symptoms or testing positive is now 10 days.

Attendance

Attendance at school is mandatory for all students from the start of the autumn term. Please refer to our Attendance policy (July 2020) for the full detail on our expectations and our response to attendance and punctuality that is unsatisfactory.

Uniform

All students are expected to wear full and correct school uniform from the start of the autumn term. Please refer to our Uniform policy (July 2020) for the full detail on our expectations and our response to students not wearing the correct uniform. Our uniform plays a valuable role in contributing to our school ethos, sense of belonging and school expectations; the support of our parents in students wearing full and correct

uniform is greatly appreciated. Please also refer to our letter specifically providing guidance on PE lessons and the wearing of PE kit.

Remote learning

School closure

In the event of a school full or partial closure, students will be expected to work remotely. CSIA staff will reinstate remote learning using Google Classrooms and other online resources to support students in their learning. Students will be expected to continue their learning.

In the event of a full or partial closure, further advice and guidance will be provided on the school website and school Facebook page.

Self-isolation

In the event that a student is required to self-isolate, they will be expected to work remotely. To support this, teachers will provide COVID Home learning / Missed work resources using Google Classroom and/or online learning platforms. The appropriate links to this work and support will be shared with students using Class Charts so that parents/carers can also see the work.*

Should a child become significantly unwell and unable to complete home learning, please inform the school. When the child is able to, home learning will be expected to be resumed.

*Home learning will only be shared with students in cases where they have been advised to isolate according to COVID-19 requirements.

Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks during term time.

Links with other policies

This policy links to the following policies and procedures:

- Behaviour for Learning
- Attendance
- Uniform
- Safeguarding and Child protection