


Key Themes	Westbourne Academy will:	As a Student I will:	As a Parent/Carer - I/We will:
Start and end of the day	<ul style="list-style-type: none"> Stagger the start and end times of the academy day, in order to reduce the number of students entering and leaving the site at the same time. Provide a one-way system into and out of the academy for each year group bubble. 	<ul style="list-style-type: none"> Stay safe while waiting to come into the academy, maintaining social distancing from other students. <p>Be thoughtful by:</p> <ul style="list-style-type: none"> Following the markings on the floor and the directions given by staff. Ensuring that I wear the correct uniform, i.e. tie, shirt, school trousers, black shoes, including appropriate PE kit on the relevant days. Ensuring that I wear a face covering on public transport. 	<ul style="list-style-type: none"> Ensure my child arrives on time and that I notify the academy if they will not be in. Ensure that I reinforce the expectations of the academy with my child.
Break & Lunch times	<ul style="list-style-type: none"> Stagger break times to restrict the amount of students moving around the academy at any one time. Create zones for year group bubbles, in order to restrict contact with others. Ensure that students wear a face covering in indoor communal areas of the academy, such as classrooms and corridors. 	<ul style="list-style-type: none"> Stay safe in my designated areas to restrict movement of people around the academy and maintain social distancing at all times. Stay safe by wearing a face covering in classrooms and corridors. 	<ul style="list-style-type: none"> Remind my child of the need to socially distance. Ensure my child wears a face covering in indoor communal areas of the academy, such as classrooms and corridors
Teaching and support staff	<ul style="list-style-type: none"> Ensure that we limit the number of staff which students encounter, wherever possible. Ensure classrooms are set up to maintain social distancing between staff and students. 	<ul style="list-style-type: none"> Be respectful and follow the instructions of any member of academy staff. 	<ul style="list-style-type: none"> Remind my child of the need to follow instructions from all members of academy staff.
Communication with students and parents	<ul style="list-style-type: none"> Communicate any urgent issues via telephone. Set regular home learning on ShowMyHomework. Send updates and instructions through email, social media and the academy website. 	<p>Be accountable:</p> <ul style="list-style-type: none"> Informing staff of any issues to do with work or health whilst I am in the academy. Ensuring that I check my emails and ShowMyHomework regularly. Communicating any issues with accessing work from home, if and when applicable, to my teacher or Head of Year/Pastoral Lead. 	<ul style="list-style-type: none"> Communicate with the academy any concerns I may have to do with work, access or health. Understand that Reception will not be open to visitors. If I need a meeting at the academy, this will need to be pre-arranged with the relevant member of staff. Be polite and courteous to staff at all times, understanding that they are working at all times to minimise risks.
Cleanliness	<ul style="list-style-type: none"> Ensure that we have soap, tissues, antibacterial wipes and hand sanitiser readily available. Direct students to use the soap and hand sanitiser provided regularly, and ensure that they wipe down their workstations at the start of each lesson. Make sure that all environments around the academy are kept clean. Provide bins with lids for any waste. 	<p>Be safe:</p> <ul style="list-style-type: none"> Ensuring that bags containing lunch, equipment, etc. remain with me at all times. Ensuring that my mobile phone is switched off and is kept in my bag. Bringing in my own drinking water, in order to stay hydrated. Washing and sanitising my hands regularly and when I am asked to. Sneezing and coughing into a tissue and placing the tissue in to a closed lid bin immediately. Trying to keep some safe space between myself and my friends. <p>Be thoughtful:</p> <ul style="list-style-type: none"> Ensuring that any waste is placed into the bins provided. Ensuring I use the water fountains allocated for my year group, to refill my water bottle. 	<ul style="list-style-type: none"> Make sure that my children are clean and come to the academy wearing clean uniform. Make sure my child washes their hands before leaving the house and upon returning home. Ensure that only essential equipment comes into the academy with my child, to minimise the spread of germs. Ensure that a refillable water bottle is provided for my child, to help them to maintain hydration throughout the day.
Social distancing and safe behaviours	<ul style="list-style-type: none"> Insist on maintaining distance, as much as we are able, and maintain high levels of hygiene for all members of the academy community and the environment. 	<p>Be respectful:</p> <ul style="list-style-type: none"> Only sitting in the place specified by my teacher. Keep my friends safe by observing social distancing and staying within my bubble. Walk home maintaining social distancing from other bubbles. Consider the health and safety of others at all times. Follow the 2 metre distancing rule with staff in classrooms. 	<ul style="list-style-type: none"> Talk to my child about the need for high levels of hygiene including: maintaining social distancing; not sharing their drinks/food; using tissues; not spitting, etc. as well as washing their hands thoroughly and using hand sanitiser when asked to and when they wish to. Ensure my child follows social distancing guidelines when not in the academy, which includes on the journey to and from the academy.

<p>Wellbeing</p>	<ul style="list-style-type: none"> • Provide a high standard of care for the physical and mental wellbeing of all of our students. 	<p>Stay safe</p> <ul style="list-style-type: none"> • By following the new rules in the academy and reporting any concerns. 	
<p>Illness and symptoms</p>	<ul style="list-style-type: none"> • Inform the parents of the group of students should one of them display symptoms and advise on self-isolation for 14 days and testing. This includes the adult displaying symptoms. • Call parents to collect individual children if they are unwell in any other way. • Keep any student displaying symptoms safely away from others in a designated room and care for them using PPE. • Contact parents if there are concerns about students showing COVID-19 symptoms and request that they use the Test and Trace system. 	<p>Be accountable:</p> <ul style="list-style-type: none"> • Telling a member of staff straight away if I feel unwell, especially having a high temperature, new continuous cough or a loss of taste or smell. • Following latest government guidance to keep our academy community safe. 	<ul style="list-style-type: none"> • Keep my child at home if they, or anybody else in my household, displays coronavirus symptoms, or if they are unwell. • Contact the academy by email to let them know that my child will not be in by 8.00am daily. • Book a test if my child shows symptoms of COVID-19. • Let the academy know the results of the test as soon as possible. • Keep my child off for the appropriate amount of time following the latest government guidance. • Make sure the academy has at least two emergency contact numbers and someone can be contacted throughout the day. • Observe social distancing if required to collect my child from the academy.

	<p>Westbourne Academy Principal</p>	<p>Student</p>	<p>Parent/Carer/s</p>
<p>Signed</p>	<p>Mark Bouckley</p>  <p>01/03/2020</p>	<p>Name in Print:</p> <p>Signature:</p> <p>Date:</p>	<p>Name in Print:</p> <p>Signature:</p> <p>Date:</p>