


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 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 directions by staff. Ensure I wear the correct uniform i.e. tie, shirt, school trousers, black shoes, including appropriate PE kit on relevant days. Ensure I wear face covering on public transport and have a sealable plastic bag to store it in when not in use 	<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 to restrict contact with others. Encourage students to wear a face covering in indoor communal areas of the academy, such as corridors. Ensure that all students receive a tutorial on the correct 	<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 busy corridors. If I choose to wear a face covering to follow the guidelines on how to wear it safely and store it in a sealed plastic bag. 	<ul style="list-style-type: none"> Remind my child of the need to socially distance. Encourage my child to wear a face covering in indoor communal areas of the academy, such as corridors Provide my child with a sealable plastic bag to store it in.
Teaching and support staff	<ul style="list-style-type: none"> Ensure that we limit the number of staff students encounter, wherever possible. Ensure classrooms are set up to maintain social distancing. 	<ul style="list-style-type: none"> Being respectful and follow the instructions of any member of staff. 	<ul style="list-style-type: none"> Remind my child of the need to follow staff instructions.
Communication with students and parents	<ul style="list-style-type: none"> Communicate any urgent issues via phone. 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"> Tell staff of any issues to do with work or health whilst I am in the academy. Ensure that I check my emails and ShowMyHomework regularly. Communicate any issues with accessing work from home to my teacher, form tutor or head of house. Right place? 	<ul style="list-style-type: none"> Communicate with the academy with 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"> Ensure bags containing lunch, equipment, etc. remain with me at all times. Ensure my mobile phone is switched off and is kept in my bag. Bring in my own drinking water to stay hydrated. Wash and sanitise my hands regularly and when I am told to. Sneeze and cough into a tissue and put the tissue in to a closed lid bin straight away. Try to keep some safe space between myself and my friends. <p>Be thoughtful:</p> <ul style="list-style-type: none"> Ensure that any waste is placed into the bins provided. 	<ul style="list-style-type: none"> Make sure that my children are clean with and come to the academy with clean clothing. 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 sit 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 others. 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 hands thoroughly and using hand sanitiser when asked to and when they wish to. Ensure my child follows social distancing when not in the academy, which includes on the journey to and from the academy.

Wellbeing	<ul style="list-style-type: none"> Provide a high standard of care for the physical and mental wellbeing of all of our students. 	Stay safe Follow the new rules in the academy and report any concerns.	
Illness and symptoms	<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. 	Be accountable: <ul style="list-style-type: none"> Tell 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. Follow latest government guidance to keep our academy community safe. 	<ul style="list-style-type: none"> Keep my child at home if they or anybody 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 and to do this 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.

Signed	Westbourne Academy Principal	Student	Parent/Carer/s
	Mark Bouckley  01/09/2020	Name in Print: Signature: Date:	Name in Print: Signature: Date: