



Corby Business Academy

Brooke Weston Trust



**Guide to Year 10 & 12 returning
to the Academy
15th June 2020**

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Introduction

Welcome to our guide for returning to the Academy

As part of the next stage of the COVID-19 response, the Government confirmed that secondary schools can start offering some face-to-face support for students in Year 10 and Year 12 from Monday 15th June. However, it is important to stress that the Government advice states that remote learning should remain the predominant mode of education.

The guidance instructs secondary schools and colleges to:

- ensure that only a quarter of students in Year 10 and Year 12 are in the Academy at any one time
- aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping students 2 metres apart from each other where possible
- plan that classes are no more than half their usual size, to allow sufficient distancing between students. However, this may vary due to individual academy circumstances (for example a larger group could be taught in a larger space provided social distancing can be maintained and mixing is minimised)

While we are excited to get students back to the Academy, safety remains our ultimate priority. We are focused on ensuring students enjoy being back in the Academy and that we address their gaps in learning to ensure they are as ready as possible for transition in to their new year group in September.

However, COVID-19 continues to pose a threat and we will need to introduce new operating procedures across our academy to minimise the risk of infection and enable our trained practitioners to continue supporting the emotional, educational, and general wellbeing of our students. This means that the Academy will look very different upon our return and almost everything your child is used to in a normal academy environment will have changed.

What is the purpose of this document?

This document helps to explain these changes, helping to prepare you and your child for what to expect between now and the end of term.

We hope this document will:

- give you an outline of what our new academy environment will look and feel like
- reassure you that we will do everything we can to ensure our academies are as safe as they can be for students and staff
- help you to make the decision about whether or not you feel returning to the Academy is right for your child at this time
- support you in preparing your child to return to the Academy

We hope that you understand our decision and that you continue to support us in providing an education for all of our students, whether they attend the Academy or not.



Our Approach

Our overall approach

We will tread carefully, but with purpose. Following guidance from the Department for Education and our own additional measures, the Brooke Weston Trust COVID-19 protocols are designed to create protective 'pods', which limit social interaction between groups of students and staff teams. There is more detail about these pods later in this document.

We are confident that the procedures outlined in this document offer the safest environment possible for our students, staff and their families whilst enabling us to deliver subject specialist teaching in some subjects. We have carried out a detailed evaluation of the level of risk across our academies and this has provided a clear picture of the challenges and the measures we needed to put in place to ensure that all students, parents, and staff are entering an environment that is as safe as possible.

We were supported in our planning with input from teaching and support staff, Brooke Weston Trust specialist colleagues and, importantly, an independent health and safety professional who has visited our academies and will be returning regularly to see how we are operating during June.

While we are excited to get students back into the Academy, we know it is important to share the realities of the situation with you and to help you make sure this is the right decision for your child. If you would like to talk this through with a member of staff in more detail, please call the office on 01536 303120. Alternatively you can contact us via email at enquiries@corbybusinessacademy.org



Our key principles

Government guidance is very clear that social distancing guidelines need to be maintained to keep our students safe. We are introducing the following measures to help keep the Academy as safe as possible for our students:

- if any member of your household displays symptoms of COVID-19, your child must not come into the Academy and we advise that your household follows NHS isolation, testing and track and trace guidelines
- to adhere to social distancing measures, students will be organised into pods. There will be no more than 14 students per pod. Upon arrival, staff will be allocated to and be responsible for the registration and organisation of each pod and there will be strictly no contact outside students' own pods
- where possible, we will be utilising very large spaces like sports halls and theatres. There will be more than one pod in this space but it is a far bigger space than classrooms and is designed to fit a maximum of 50 students.
- the Academy will be strictly organised so 2 metre social distancing can be observed by every student. There will be clear signage and markings on the floor to support this. Each student will sit at an individual desk spaced 2 metres apart from others and there will be no sharing of equipment
- students may not always have their regular teachers, but we have organised it in this way so that we can guarantee subject specialist teaching



Academy Day Information: Year 10

Changes to the Academy day

The Academy will start reopening for some Year 10 students on Monday 15th June. Government guidance states that only a quarter of students in Year 10 are in the Academy each day. The Academy will operate a rota system of different cohorts. You will receive confirmation of the cohort and pod your child has been allocated and when they are expected to attend the Academy.



The Academy day: Year 10

Each academy day will look like the table below.

Staggered arrival to the Academy	8.20 – 8.40
Session 1	8.40 – 9.40
Break – in designated Pod Area	9.40 – 10.00
Session 2	10.00 – 11.00
Session 3	11.05 – 12.05
Lunch – in designated Pod Area	12.05 – 12.45
Session 4	12.45 – 13.45
Staggered exit from the Academy	13.45 – 14.00

The curriculum: Year 10

Year 10 will be taught the core subjects of English, Maths and Science during Session 1, 2 and 3 and will be taught Humanities during Session 4. Each lesson will last 1 hour with a 5 minute gap between lesson 2 and 3 to give the students a rest break, whilst ensuring teachers have time to changeover. Students who do not study Humanities will be taught a Personal Development and life skills lesson.



	Monday Cohort 1	Tuesday Cohort 2	Wednesday Cohort 3	Thursday Cohort 4	Friday
Session 1	English	English	English	English	No Lessons
Session 2	Maths	Maths	Maths	Maths	No Lessons
Session 3	Science	Science	Science	Science	No Lessons
Session 4	Geography or PD*	Geography or PD*	Geography or PD*	Geography or PD*	No lessons

* Personal Development

Contingency plans

The Academy will always need to make sure there is the correct ratio of staff to students. In the unlikely event that we need to review the provision we are able to provide based on staff absence, our highest priority will be to support key worker children and vulnerable students.



If there any changes to the provision at any stage, we will get in touch with you as soon as possible to let you know of the changes to the arrangements.



Blended Curriculum: Year 10

Blended Curriculum

The phased return to school for students in Year 10 will see move to a blended curriculum where some content and knowledge is delivered both in school and at home. The curriculum for Y10 must continue apace to ensure we are best preparing our students for their national exams and coursework. However, subject areas have reviewed the topics and sequencing of their course to ensure that the topics being delivered at this time best suit our current climate. Details of the topics being covered in term 6 can be seen in the table below:



<p>English Language Paper 2 Skills and Power and Conflict Study</p> <ul style="list-style-type: none"> Reading to extract, infer, understand and analyse Comparison of Non-Fiction Texts Knowledge and understanding of the cluster 5 poems. 	<p>Maths Mathematical knowledge and skill development</p> <ul style="list-style-type: none"> Standard form Linear equations Quadratic functions Data collection Graphs of different functions Different types of numbers, factors and multiples Bearings and scale drawings Expanding, factorising and algebraic proof 	<p>Science Exchange and transport in animals</p> <ul style="list-style-type: none"> Aerobic and anaerobic respiration The circulatory system Structure and function of the heart <p>The particle model</p> <ul style="list-style-type: none"> Density and changing state Energy calculations Maths skills in science 	<p>History 20th Century Health</p> <ul style="list-style-type: none"> Booth, Rowntree, Liberal reforms WWI Penicillin WW2 and NHS Modern Medicine
<p>Geography Physical Geography</p> <ul style="list-style-type: none"> Rivers The Living World 	<p>Resistant Materials Non Examined Assessment (N.E.A) preparation and contextual investigation leading to focused research.</p> <ul style="list-style-type: none"> Mind Mapping exam set contexts Analysis of contexts and issues effecting design activity Identifying potential outcomes Recognising and identifying Clients and stakeholders 	<p>Business GCSE Economic Climate</p> <ul style="list-style-type: none"> Globalisation Legislation 	<p>Business Vocational Marketing and Finance</p> <ul style="list-style-type: none"> Financial documents Market Research 5 completed learning documents
<p>Sport Vocational Learning Aim A-C in booklet</p> <ul style="list-style-type: none"> Assignment 1 Assignment 3 Assignment 3 	<p>IT Coursework Theory</p> <ul style="list-style-type: none"> Completing all theory outcomes for the coursework Elements of the course, this is aimed at Unit 1, 2, 3 and 4 	<p>Spanish Holidays abroad</p> <ul style="list-style-type: none"> Prepare questions for the Speaking exam. Practise and deepen vocabulary knowledge on the topic of holidays. Learn how to give a detailed account of a holiday using 3 or more tenses. 	<p>French Holidays abroad</p> <ul style="list-style-type: none"> Prepare questions for the Speaking exam. Practise and deepen vocabulary knowledge on the topic of holidays. Learn how to give a detailed account of a holiday using 3 or more tenses.
<p>Computer Science</p> <ul style="list-style-type: none"> Network security Understanding the threats to networks and how to prevent them. Programming – further development of key skills with a focus on modular programming with functions and procedures. 	<p>Psychology Paper 2 Psychological Problem-Addiction</p> <ul style="list-style-type: none"> Understand, evaluate, apply and consolidate Comparison of treatments Knowledge and understanding of the causes of addiction. 	<p>Art Unit 1: Project 2-Surrealism</p> <ul style="list-style-type: none"> Critical and Historical study Generation of ideas linked to theme Observational Drawing Select and experiment with appropriate media Present purposeful responses 	<p>Media Component 3: Non Exam Assessment</p> <ul style="list-style-type: none"> Genre research Film creation Scripting DVD Covers Film Posters
<p>Music Music over time</p> <ul style="list-style-type: none"> To know and recognise the different periods in the progression of western music To understand how musical characteristics developed through time. 	<p>Photography Unit 1 Project 2- Open Ended</p> <ul style="list-style-type: none"> Idea Generation and exploring theme Critical and Historical study Record ideas Edit and refine outcomes 	<p>Dance Choreography</p> <ul style="list-style-type: none"> Character Analysis Motif Development and Structural development Progress review logs to be completed 	<p>Core PE Physical and Theoretical PE</p> <ul style="list-style-type: none"> Fartlek, Flexibility and Interval training Abdominal and cardiovascular training Components of fitness

Academy Day Information: Year 12

Changes to the Academy day

The Academy will start reopening for some Year 12 students on Monday 15th June. Government guidance states that only a quarter of students in Year 12 are in the Academy each day. Therefore we will be operating a rota system.



The Academy day: Year 12

Each academy day will look like the table below.

Staggered arrival to the Academy	8.20 – 8.40
Session 1	8.40 – 9.40
Break	9.40 – 10.00
Session 2	10.00 – 11.00
Session 3	11.05 – 12.05
Lunch	12.05 – 12.45
Session 4	12.45 – 13.45
Staggered exit from the Academy	13.45 – 14.00



The curriculum: Year 12

To ensure that government guidance on social distancing is followed, the Year 12 students have been divided into cohorts based on their subject options with a maximum of 13 students in school on any one day. Students will therefore be required to attend the Academy on three occasions to coincide with their three option choices.

W/C 15/06	Monday	Tuesday	Wednesday	Thursday	Friday
Subject(s)	Psychology(A)	Maths (A)	Media / Sport	Comp Science	No Lessons
Teacher(s)	ELWO	PAWI	LAWO / STWA	MACO	
Location(s)	PL8	PL8	AU10 / PL3	BL7	

W/C 22/06	Monday	Tuesday	Wednesday	Thursday	Friday
Subject(s)	Business A-Level	Health & Social Care	Art / Psychology(B)	Chemistry	No Lessons
Teacher(s)	LIHA	ELWO / CASM	EMBO / ELWO	KAHE	
Location(s)	PL8	PL8	PL8 / PL3	PL3	



W/C 29/06	Monday	Tuesday	Wednesday	Thursday	Friday
Subject(s)	English	Geography	IT / Physics	No Lessons	No Lessons
Teacher(s)	CHGA / ANLA	JOJO	YUDH / FRHA		
Location(s)	PL8	PL8	PL8 / PL3		

W/C 06/07	Monday	Tuesday	Wednesday	Thursday	Friday
Subject(s)	Biology	Further Maths /Dance	History / Maths(D)	Business BTEC	No Lessons
Teacher(s)	MILO	SAAN/FRDI	RAFR / PAWI	ALAL	
Location(s)	PL8	PL8 / PL3	PL8 / PL3	PL3	



Blended Curriculum: Year 12

Blended Curriculum

The phased return to school for students in Year 12 will see move to a blended curriculum where some content and knowledge is delivered both in school and at home. The curriculum for Y12 must continue apace to ensure we are best preparing our students for their national exams and coursework. However, subject areas have reviewed the topics and sequencing of their course to ensure that the topics being delivered at this time best suit our current climate. Details of the topics being covered in term 6 can be seen in the table below:



Psychology Approaches in psychology <ul style="list-style-type: none"> • Skill building, analysis application and comparative evaluation • Psychodynamic approach • Humanistic approach 	Maths Algebraic Methods <ul style="list-style-type: none"> • Proof by contradiction • Being able to multiply, divide, add and subtract algebraic fractions Radians <ul style="list-style-type: none"> • Finding areas of sectors and arc length • Knowing and using small angle approximations Conditional probability <ul style="list-style-type: none"> • Understand and use set notation • Solve probability problems using two-way tables and Venn diagrams 	Further Maths Complex Numbers <ul style="list-style-type: none"> • Exponential form and Trig Identities • De Moivre's Theorem • Nth roots of a complex number Series <ul style="list-style-type: none"> • Method of differences • Maclaurin series • Series expansion of compound functions Further Differentiation and integration <ul style="list-style-type: none"> • Chain Rule • Integration by substitution • Integration by Parts 	Media Component 3: Non Exam Assessment <ul style="list-style-type: none"> • Genre research • Film creation • DVD Covers • Film Posters • Podcasts
Sport Report and Unit 1 <ul style="list-style-type: none"> • The principles of fitness testing • Reporting findings • Revision of systems and the effects of exercise 	Computer Science Networks <ul style="list-style-type: none"> • Models and Protocol Layering • The TCP/IP stack • LANs, WANs, PANs, SANs, MANS • Packet & Circuit Switching • Network configuration, security and hardware Technologies <ul style="list-style-type: none"> • Web Technologies • Compression • Web Search • Client & Server processing 	Business A' Level Unit 3 <ul style="list-style-type: none"> • Critical path analysis • Decision making tools • Trends 	Business BTEC Exploring Business <ul style="list-style-type: none"> • Marketing campaign • Recruitment and selection • Financial factors • Completion of coursework
Health and Social Care Unit 1 <ul style="list-style-type: none"> • Revision and essay question practice 2 hours (including meeting on teams) Unit 5 <ul style="list-style-type: none"> • Independent coursework 3 hours 	Art Unit 1- Personal Project <ul style="list-style-type: none"> • Critical and Historical study • Generation of ideas linked to personal theme • Observational Drawing • Select and experiment with appropriate media • Present purposeful responses 	Chemistry Transition Metals <ul style="list-style-type: none"> • Transition metals • Transition metal compounds • Transition metals and complex ions • Ligand substitution 	Biology Communication, Homeostasis and Energy <ul style="list-style-type: none"> • The need for communication systems • Roles of sensory receptors • Excretion
Physics Quantum Physics <ul style="list-style-type: none"> • The quantum model • Photoelectric effect • Einstein's photoelectric duality 	IT Unit 1 Learning Outcome 5 <ul style="list-style-type: none"> • Ethical Issues • Organisational Issues • Threats • Physical • Digital • Disposal Unit 2 - Exam preparation <ul style="list-style-type: none"> • Legislation • Data v information • Stages of data analysis • Privacy • Data security Unit 6 - Creating app prototype <ul style="list-style-type: none"> • Design • Creating prototype 	English Literature Feminine Gospels and NEA <ul style="list-style-type: none"> • Knowledge of Duffy poetry • Building comparative essays • Base text teaching of Frankenstein 	Dance Jazz Dance <ul style="list-style-type: none"> • History of Jazz Dance research • Famous Jazz choreographers research and workshops • Written report into development of Jazz dance
Geography Physical Geography <ul style="list-style-type: none"> • Storm Hazards • River Landscapes 	History Russia <ul style="list-style-type: none"> • Lenin - how the Bolsheviks established power • The Russian civil war • Power struggles after the death of Lenin and legacy • The rise of Stalin economic development The Hungry Thirties 1929 – 1939 <ul style="list-style-type: none"> • The Labour government • The leadership of MacDonald, Baldwin & Chamberlain • The Depression and financial crisis • Tariff reform and imperial preference • Changes in working opportunities and living standards • The Abdication Crisis 	Photography Unit 1- Personal Project <ul style="list-style-type: none"> • Critical and Historical study • Generation of ideas linked to personal theme • Select and experiment with appropriate media • Present purposeful responses 	



Preparing for opening

Booking your child's space and lunch arrangements

Our booking system using Microsoft Forms will be open every week on Thursdays and close at midnight. The booking form can be accessed here and a reminder will be sent out every week:

<https://www.corbybusinessacademy.org/page/?title=Covid%2D19+Information&pid=773>

We will need you to indicate **YES** or **NO** each week as to whether your child will be attending. If your child does return to the Academy, normal attendance procedures will apply. This means that if your child is unable to attend the Academy for any reason, you must inform the Academy on the morning of absence using the normal channels.

If you confirm with **NO** or do not complete the booking form, we will **NOT** allocate a space for your child. If you are choosing **NOT** to send your child into the Academy at the present time, you will be asked to provide a reason for your decision. This is because we are required to submit information on academy absences to the government so the data can be used to help manage the impact of and response to COVID-19 on the education sector.

All students attending will be provided with a free packed lunch in week 1. We will keep this under review and advise you of any changes. Therefore, within the booking form you will also have the opportunity to choose your child's lunch preference. No other food options are available.

If your child attends on a day not allocated for their cohort, they will be isolated to maintain social distancing measures.



Pods

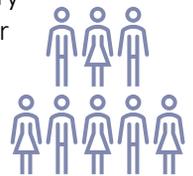
All students will be placed in small groups known as pods. The aim of these pods is to minimise contact with other students, and reduce the risk of spreading COVID-19.

There will be no more than 14 students in each pod and your child will be in the same pod every time they come into the Academy. One member of staff will be allocated to and responsible for each pod and there will be strictly no contact outside students' own pods.

Up to 5 teachers will deliver subject specialist teaching from a teacher station in a very large space such as the theatre. At all times social distancing will be observed.

This will more than likely mean that your child is not being taught by their usual teacher.

The pod will be taught together and will have breaks and lunchtime together, there can be no mixing across Pods.



Behaviour

- We have updated our behaviour policy to reflect the government's COVID-19 guidance for schools. Our new behaviour policy can be read in full here: <https://www.corbybusinessacademy.org/site/data/files/documents/AACD3D476DFFAA07109A7FA7CE63449F.pdf>

All students who return to the Academy will be required to adhere to this new behaviour policy. If anyone consistently breaches these requirements, they will be sent home, parents or carers will need to immediately collect them and they may not be able to return to the Academy until September.



Travelling to the Academy

Travelling to the Academy

The start and end of the academy day will be staggered to ensure as little crossover between students as possible.

The scientific guidance is clear that the greatest risk to students returning to secondary school relates to their social interactions outside the Academy. This includes travel to and from the Academy and their social gatherings after school.

It is therefore important that students do not mix with peers outside of their pod group on their way to and from the Academy. We ask parents to support us by restricting contact with others outside of academy hours, in accordance with government guidance. Where breaches are reported, the Academy will follow the latest government guidance.

Students can walk or cycle to the Academy to avoid a build up of cars and movement of people on the roads surrounding the Academy.

Following recent government guidelines, those using public transport must wear a face covering on their journey to help reduce the risk of transmission where social distancing might not be possible.



Drop off and collection

When parents/carers are waiting to drop off or collect their child, social distancing should be maintained at all times. We request that drop off and collection is limited to one parent/carer per family to limit the number of people congregating. Please note that access around the school will be through nominated access points and there will be a one-way system in operation around the site to prevent congestion.

Collection and drop off by main school parents/carers will be in the **upper academy car park**. Students will walk from this car park to and from the main entrance via the path which will have 2 metre markings in place.

UNIT students will enter from the UNIT external side entrance. SEN transport and parental drop/collection will drive down to designated areas. UNIT staff will direct students into the building. Adults should remain in vehicles at all times.



Social distancing

Parents

- Parents/carers must **NOT** approach staff at the academy entrance and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- Students should not enter the site before their allocated arrival time
- If parents/carers do have to drop students off by car they must drop off in the allocated areas and leave immediately, again not before the allocated arrival time
- Students need to leave the Academy premises promptly and must not congregate in groups outside the Academy



Social Distancing

In the learning areas

- Each pod of students will be kept completely separate and will not mix directly
- Students must maintain social distancing. We appreciate it will be very difficult for them, but students must not have any physical contact with each other, **including hugging or shaking hands**, each pod must remain at least 2 metres apart at all times
- Throughout the day, students will attend lessons that will be lecture-style which will allow for some interaction with students to benefit learning
- Students in Year 10 will be allocated notebooks and writing equipment to use in the lesson, they will not be allowed to share. These must then be taken home in a bag and brought back in for the next lesson. They must bring their own writing equipment and drinks bottle if they wish
- Students in Year 12 are expected to bring their own folders and stationary
- All personal items must be kept in a bag and accessed only by the owning student. All items must go home with the student
- Students cannot access books from the Academy library or use the lockers
- If your child has an educational health care plan, a risk assessment will be undertaken to establish if it is safe for them to return to the Academy. We will discuss this with you individually if this affects your child



Breaks and lunch times

- Each group will have separate break and lunch times. The pods will be allocated a breakout area to use for these
- The Academy will provide a packed lunch for all students in week 1 and this needs to be booked in advance when parents book attendance for students, including taste options. A link will be provided for this during the booking process.
- When moving to breakout areas, students will be staggered and must observe social distancing rules at all times
- Students will be allowed to use the allocated toilet as required during the course of the day. Staff will be monitoring the flow of students to the toilet to ensure social distancing
- The students will eat their lunch in their pod in a designated breakout area. Pods will not mix during break and lunchtimes
- There will be no before and after school club facilities
- All students will leave the Academy on a staggered basis as directed and in accordance with the timetable



In the event of illness

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The Government encourages staff and students attending an education or childcare setting to get tested if they display symptoms of COVID-19. The Government has also introduced a test and trace system. For an overview of the NHS test and trace service, including what happens if you test positive for COVID-19 or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.



What will happen if a student or staff member shows COVID-19 symptoms in the Academy

In the event of a student developing symptoms of COVID-19 whilst attending the Academy, parents or carers will be contacted **immediately** and must collect their child **immediately**. The family will be advised to follow NHS guidelines and not return to the Academy until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the Academy will contact Public Health England (PHE) immediately and act according to their advice.

Parents/carers will need to make sure they are able to collect their child immediately if needed. We recommend that you talk to your employer about these arrangements as soon as possible if another adult in your household cannot do this for you.

While awaiting collection, a student displaying virus-like symptoms in the Academy will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the student. Once the student has been collected, the area used to isolate the student will be thoroughly cleaned by a colleague wearing appropriate PPE. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic. We will consult with Public Health England (PHE) and will follow their advice for all other students in the pod.

What you should do if your child or a member of your household shows COVID-19 symptoms outside of the Academy

If any member of your household displays symptoms of COVID-19, your child should **not** come into the Academy and we advise that your household isolates at home in line with the NHS guidelines. You should inform the Academy as soon as possible by phoning our office and your child should not return to the Academy until the isolation period is over and they are no longer symptomatic.

Hygiene and cleaning

While COVID-19 continues to pose a threat, it is very important that we keep the Academy environment as clean as possible. We will be introducing a range of measures to help keep our academy clean and ask that you support us in our efforts by carrying out a number of measures too.

Protocols for safety

- Cleaners will be in the Academy throughout the day to regularly clean classrooms, toilets and corridors
- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- Staff will clean down contact surfaces and common touch points every two hours
- All students and colleagues must thoroughly wash their hands upon arrival and frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each student will have their own equipment and these will not be shared with other students
- The classroom will be cleaned after the students have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed



What we expect from students

- Students will not be permitted to bring additional items from home into school, except a water bottle and lunch box (if required). Water bottles and lunch boxes must be washed thoroughly each day
- There should be no sharing of equipment – such as pens, pencils, rulers and rubbers
- Students can bring in packed lunches. They will be kept on their individual table throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day
- For the remainder of this academic year, students do not need to wear school uniform but clothing will need to be appropriate for the Academy. Students can wear uniform if they wish, however, they must not wear a tie or blazer.
- It is expected that students' clothes will be washed when they arrive home and that they will wear fresh clothes when they are next in the Academy



Useful information

Emergency contact details

Telephone: 01536 303120

Email: enquiries@corbybusinessacademy.org



COVID-19

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

NHS Test and Trace

The NHS test and trace service:

- ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents
- helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus



For an overview of the NHS test and trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive, please visit: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

NHS 111

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.