



Coronavirus (COVID-19): Handbook for Parents

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Assalaamu alaykum wa rahmatullaahi wa barakaatuh,

Dear Parents and Guardians,

Firstly, we would like to thank you for your sabr (patience), support and understanding during the coronavirus (COVID-19) pandemic.

This handbook has been created to provide you with details of the measures that are being put in place at Unique Academy, to ensure the safety of our school community as we open more widely. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Unique Academy has taken all the necessary precautions in preparing to welcome pupils to the school.

Useful Contacts

We advise that you save these contact details, so they can be accessed when school commences.

Name	Contact number	Email
Unique Academy School Office	0208 004 5481 (Option 2)	office@uniqueacademy.education

In case of remote learning and to submit homework only, class contact details are as follows:

Name	Role	Email
Nursery Class Teacher	Class Teacher	nursery@uniqueacademy.education
Reception Class Teacher	Class Teacher	reception@uniqueacademy.education
Year 1 Class Teacher	Class Teacher	Ks1@uniqueacademy.education

We welcome any questions and will do our best to address any of your concerns. Our **school office** is open from **8:00am** until **4:00pm** and can be contacted via **email** on **office@uniqueacademy.education** or via **telephone** on **0208 004 5481** (Option 2).

Please do not attend the **school office** in person unless absolutely necessary.

Opening the school

In line with the government's direction, and following a robust risk assessment process, Unique Academy aims to provide a COVID secure environment for staff, children and visitors, in shaa Allaah.

Please note that if you do not take up, or respond to, an offer of a place for your child, we may offer this place to another pupil in another year group, and your child will not be able to take up a place.

Unique Academy school opening days will be Monday to Friday from **8:45** until **3:30pm**. Children in the early years will finish at 3:15pm.

Risk Assessment

We have thorough risk assessments to mitigate the risks of opening during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, staff availability, infection control and social distancing protocols, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on www.uniqueacademy.education/policies.

Attendance

If, at any time, your child cannot attend school due to the necessity to self-isolate from exposure to the virus, please let the school know as soon as possible by sending an email to: office@uniqueacademy.education or calling 0208 004 5481 and selecting Option 1 to leave a voicemail.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures.

Social Distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs.

Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group Arrangements

At Unique Academy, our teacher to pupil ratios are as follows:

Nursery – 1:8

Reception – 1:13

Year 1 and 2 – 1:15

- Class bubbles will have a maximum of 15 students.
- Individuals within a group bubble will not be permitted to mix with members of another group bubble.
- Each group bubble will have their own classroom
- Children will mix only with their own group bubble during outdoor break, lunch and PE lessons.
- Pupils will generally have the same teacher; however, changes may be required due to staff availability.
- Desks and chairs in classrooms will be placed two metres apart, where possible.
- Pupils will need to bring their own stationary (pencil, rubber, ruler, sharpener, colours – inside a pencil case) to school, to minimise the need to share equipment with others
- Pick-up and drop-off times will be the same for all year groups
- Pupils will be kept within their groups when moving around the school, except to use the toilet.

Drop Off and Pick Up

Pupils' will start and finish times at the same time, and we will adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by one accompanying adult only and that siblings who are not currently attending school are left at home or in suitable care where possible.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

Moving Around The School

Movement around the school will be restricted in most circumstances, to minimise the risk of mixing groups or of groups coming into contact with one another. When moving around the school, pupils will be expected to remain within their groups except to use certain facilities, such as toilets.

The school has put in place a one-way system to further reduce the risk of contact with those outside of their groups.

Infection Control

Combined with social distancing, infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, for example, they are very young or have difficulties with

comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will have a temperature check taken at the start of each school day. Any child with a fever (a temperature of 38C or higher), we will contact the parents to take the pupil back home.
- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils will be supervised when doing this.
- The school will enforce the ‘catch it, kill it, bin it’ approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will sent home to self-isolate for at least 7 days.

We are also carrying out regular cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. We will also ensure that classrooms are well ventilated each day.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in our Infection Control Policy available on our website.

Personal Protective Equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury and face visors will be worn in the corridors.

Bringing Items Into School

Here’s the equipment that can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Packed lunches
- Book bags

Procedure If A Pupil Becomes Unwell On Site

It is extremely important that all parents and pupils remain vigilant with regards to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.



As a precaution, your child must not come into school for **10 days** after coronavirus has been identified in your household, whether confirmed or unconfirmed.

Please notify the school office via email or leaving a message on school telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in the school medical room.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- Areas your child has occupied will be disinfected as soon as possible.



If your child is sent home from school to self-isolate, they **must not come into school** for at least 7 days.

If an individual in your child's group bubble tests positive for coronavirus, **the school will send the whole group bubble home** to self-isolate for 14 days, including the teaching staff in the group.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

Uniform

Pupils are to attend school every day in school uniform, including children in the early years.

All uniforms worn to school should be clean and tidy.

Food Arrangements

Children should bring packed lunch in a plain lunchbox.

Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

The Curriculum

Our focus is to support the learning and holistic development of our pupils so that they are able to make excellent progress and are also prepared for the next stage in their learning.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Delivery of lessons based on comprehensive creative curriculum
- Additional support through intervention for pupils who are at risk of falling behind

Remote Learning

In the case where pupils from a particular class need to self-isolate at home, we will provide remote learning for that particular year group through an online learning portal.

In this case, we will send emails to you detailing when tasks are to be completed by.

These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when regular school activity resumes.

We will work with parents to establish which families require support during these arrangements.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via the contact details provided on the 'useful contacts' subheading on page 3.

Behaviour Expectations

To ensure that Unique Academy remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Maintaining a distance of two metres, where possible.
- Not lingering in corridors, stair wells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our behaviour policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. We will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

Safeguarding

Unique Academy's Safeguarding and Child Protection Policy has been updated and is available on our website. This policy has been updated to reflect that we are opening to more pupils. We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they come to school. We need to know this information so we can put the appropriate support in place for your family, in which case you can contact the school to speak to the Designated Safeguarding Lead (DSL).

SEND Support

The SENCO, along with other key members of staff and external agencies, will coordinate support for any pupils with SEND that will now be starting Unique Academy school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch by sending an email to: office@uniqueacademy.education for the attention of the SENCO.

Wellbeing

One of our key priorities as we open the school is ensuring pupils are given the wellbeing support they need.

Pupils will be able to speak to their class teachers to discuss how they are feeling. Staff will support pupils themselves or advise the Headteacher if they need to be directed them to external support that may be required.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please send an email to: office@uniqueacademy.education.

Visitors On Site

Visitors will only be allowed into the school building by making an appointment first.

School Trips

At Unique Academy, school trips will be going ahead as planned in the curriculum. Parents will be notified of trip details in advance, the relevant precautions that will be taken and a consent form will be attached to the letter.

Important documents

A number of school policies and procedures have been updated and created to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- **Social Distancing Policy**
- **Risk Assessment**
- **Infection Control Policy**
- **Behaviour Policy**
- **Attendance Policy**
- **Bereavement Policy**
- **First Aid Policy**
- **Complaints Procedures Policy**

All of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

What Can You Do To Help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils