



I S C A A C A D E M Y

Isca Academy Keeping Everybody Safe Return to School Guide March 2021



Welcome Back!

We are delighted to welcome all our students back to school this month. We are really looking forward to getting back to learning and working with you in the classroom again.

The past twelve months have seen significant changes to how we live and work and after a third nationwide lockdown, we are now returning to education and school life. Our priority is to get back to normal as far as possible, whilst ensuring the safety and wellbeing of everyone in our school.

To keep everyone safe, there will be some changes. This booklet will tell you about these changes and what to expect at school when you return.





Returning to School Schedule

On the first day of school for each year group (date below), period 1 will be a tutor period but this will need to be delivered by your period 1 teacher.

Year Group	Mass Testing One	First Day Returning to School	Mass Testing Two	Mass Testing Three	Essential School Open
11	8 th March	9th March	11 th March	16 th March	Monday 8 th March Only
10					
9	10 th March	11th March	15 th March	18 th March	8 th – 11 th March Inclusive
8	9 th March	10th March	12 th March	17 th March	8 th – 9 th March Inclusive
7					

What should I expect? The School Day

Students will follow their normal timetable, as they did before Christmas. They will be given a new copy when coming to school for their Lateral Flow Test or on their first day if not being tested. The times of the school day remain the same with lesson one starting at 0845.

Entrances and social times will remain in year group 'bubbles'.

Everyone on site will be required to follow the one way system at all times.

Year Group	Entrance to the Site each morning	External Space-Break 1	External Space-Break 2	Entrance to the site from outside after break	Allocated Toilets
11	Main entrance	The Look Out Astro	The Look Out Field ¼ Astro	Through the canteen	Music toilets
10	PE entrance	Undercover area and triangle Astro	Undercover area and triangle ¼ of the Astro	Through the triangle and into the English corridor	Drama toilets
9	Small Atrium	Outside the sport shall Astro	Outside the sportshall. ⅓ of the Astro.	Through the canteen	Upstairs science toilets
8	Science	Amphitheatre .Astro	Amphitheatre ⅓ of the Astro.	Via the staffroom stairs	Upstairs science toilets
7	Year 7 play area into staffroom stairwell	Year 7 play area Astro	Year 7 play area.	Via science	Downstairs science toilets

Times of the Day

The timings of the day remain as they were before Christmas.

Break 1 remains staggered, with Years 7 and 8 taking Break 1 first. Our usual tutor activities will continue to take place.

Years 7 and 8 will finish the school day at 15:10, to reduce the number of people exiting the school site at one time. Students will be walked to the gate at the end of the day by their Period 5 class teacher and following the year group route to the gate.

Students should not gather at the main entrance or around the bike sheds at the end of the school day.

	Yr 7 and 8				Yr 9, 10 and 11		
Period	From	To	length	Period	From	To	length
1	08:45	09:45	60	1	08:45	09:45	60
2	09:45	10:45	60	2	09:45	10:45	60
Break 1	10:45	11:15	30	Tutorial	10:45	11:15	30
Tutorial	11:15	11:45	30	Break 1	11:15	11:45	30
3	11:45	12:45	60	3	11:45	12:45	60
4	12:45	13:45	60	4	12:45	13:45	60
Break 2	13:45	14:15	30	Break 2	13:45	14:15	30
5	14:15	15:10	55	5	14:15	15:15	60



Travel to School and Starting the Day

It is important to adhere to government guidance whilst travelling to and from school. Remember:

Please walk or cycle to school where at all possible.

If travelling by public transport, you must wear a face covering at all times.

If walking to school, students should avoid walking in large groups and limit the number of people you interact with as much as possible

Arriving at school:

Please arrive at school from 8:30, ideally not before.

Avoid waiting in groups at the gate / main entrance, instead please wait outside your year group entrance until the doors open at 0835.

Students should go straight to their Period 1 classroom through your year group entry point, following the one way system.

The teacher will be in the classroom.

When in the room waiting for the lesson to start, students may study from your KO or talk quietly with friends.

We remain a mobile-free school.

At 8:45, the bell will go and the teacher will begin the first lesson.

Travel to School and Starting the Day

What should I bring to school every day?

Bring a named water bottle which can be refilled when on site if needed.

Bring your KO and school issued stationary pack as well as any personal stationary, as you should not borrow stationary from other students.

Bring your face covering and a spare in case yours becomes wet / damaged during the day.

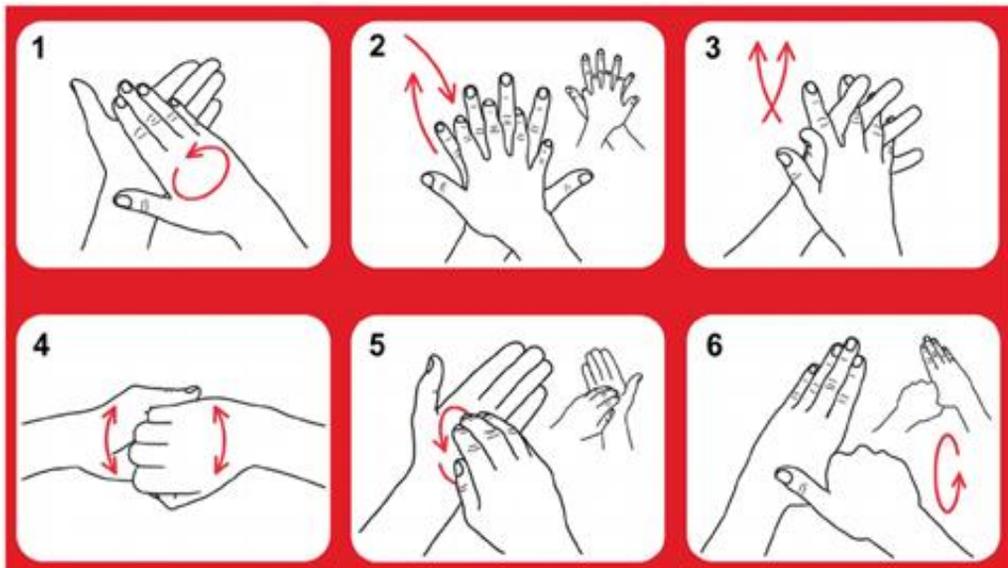


Hand Hygiene

As per government guidance, we will have hand sanitiser stations at each year group entrance and in each classroom, ensuring students sanitise their hands when entering/leaving classrooms, before/after social times and whenever they cough/sneeze.

All students must wash or sanitise their hands after going to the toilet and also before eating.

We encourage students to also bring hand sanitiser as part of their daily equipment wherever possible.



Eating Arrangements and Social Time

There are some changes to how we organise social times to enable everyone to keep safe and maintain social distancing.

- All students in Year 7-10 will be required to be in their outside social spaces if it is not raining, this will allow students to remove their face coverings and spend time outside.
- A wet break time will be identified by a single additional bell, rung before the end of lesson 2 and 4. Wet breaks will be spent in your designated tutor room, except Year 8 where the following arrangements will apply:
 - Tutor groups 8BL, 8IS, 8MC and 8MD will spend wet breaks in the canteen.
 - Tutor groups 8PD, 8AP, 8ME and 8ADY will spend wet breaks in the movement space.
- Students must stay in their year group zone / social spaces and are not permitted to mix with other year groups.
- Students must use the designated toilets for their year group. **Year 8 will now use the upstairs science toilets.** Please do not enter the toilets if the capacity has been reached (indicated on a sign at the entrance)
- Remember to maintain social distancing during social times: no handshakes or hugs.

Eating Arrangements and Social Time

- The timing of morning break is staggered, as it was before Christmas.
- If you are entitled to free school meals you will be asked to make your food choices weekly and in advance through SCOPay.
- If you are not entitled to free school meals, you are encouraged to bring a packed lunch to school, if this is not possible you will need to pay for your food on SCOPay when you make your choices.
- **We are a nut free school** so please do not bring nuts to school as some students and staff have severe allergies to nuts.
- Food will be delivered to the Year group zone.
- Year 11 students ONLY are permitted to leave the school site at second break, but only with parent permission and a second break pass.
- We remain a mobile-free school: your mobile phone or earphones should not be seen or heard anywhere on the school site.

Uniform and Daily Equipment

We will continue to expect our usual high standards of uniform from all our students.

After a period away from school routines and expectations, we are keen to re-establish our high standards of uniform. A reminder of our expectations is below:

- Hair must be of a natural colour.
- Nails must be no longer than the end of your fingers and false nails are not permitted.
- Jewellery: a stud in each ear; a small discreet nose stud and a wrist watch is the only jewellery permitted.
- Makeup can be worn but must be discreet.



KS3 students wear:

Grey school jumper with school logo and house colours
Charcoal grey trousers or Tartan Skirt (skirt to be worn with black opaque tights **or** plain black/white socks – No leggings permitted)
House tie

KS4 students wear:

Charcoal Jacket with school logo
Charcoal grey trousers or Tartan Skirt (skirt to be worn with black opaque tights **or** plain black/white socks – No leggings permitted)
House tie



In addition, all students require:

Completely black shoes. No other shoes are permitted.
A white shirt with a top button suitable to be worn with a clip-on tie.

As the windows will be open to increase ventilation, students are advised to layer up under their school shirt. In extremely cold weather, a coat may be worn **over** the normal school uniform, with permission from the teacher. Hoodies are not permitted.

Face Coverings

You will need to bring a face covering with you to school everyday. They can become wet with perspiration, so please ensure you have a spare in a bag or lidded box in your school bag.

You may also use a scarf, bandana, religious garment or hand-made cloth covering, but these must securely fit round the side of the face and must be plain in colour and design.

Face coverings should be worn all of the time when you are in the building. They can be removed when you go outside at break times and should be stored safely in a small bag/box in your school bag.

If you are exempt/require exemption from wearing a face covering, you will need to ask your parents to email us and we will issue you a badge / lanyard to demonstrate your exemption.



Lessons

Your lessons will take place in your normal subject classrooms, when you enter and leave the room you must use the hand sanitiser.

Seating plans

You will be allocated a seat in each classroom and, unless asked to do so by the teacher, you will remain in your seat for the duration of the lesson. Each time you have that lesson you will sit in the same seat. The reason for the strict seating plan is so that we can easily identify any students who may have been in close contact with another should we have a positive Covid case.

Contact between teachers and students

We define direct close contact as being within 1 metre of another person for 1 minute or longer. We will seek to minimise or avoid close contact between our students and teachers. If a teacher is in close contact with a student, we will log this, which is also to aid our ability to contact trace, should we need to.

Equipment

It is really important you have all the necessary equipment for the day. Remember to pack your bag the night before and to show your KO and pink book on the door each morning.

The Start of Lessons

- Remember you have **3 minutes** to move between lessons, so please ensure you are on time. You must follow the one way system at all times when moving around the building. We have asked teachers to issue reminders if you are late.
- Remember that the 'Do Now' activity must be completed in silence

Behaviour in lessons

We want to ensure that you can learn in 'disruption free' classrooms. Please take personal responsibility for this when in your lessons by:

- Show the teacher **STAR** (sit up, track the speaker, ask and answer questions like a scholar, and respect those around you).
- When your teacher wants you to be quiet so they can speak to you, they will say '**3,2,1 track me**'. Remember that tracking is actively listening to your teacher by looking at them.
- We are a **mobile phone free school** so there should be no phones out at any time. If for any reason you need to look at your phone, please ask your teacher beforehand.

Homework

You have been doing brilliantly so far this year, especially before lockdown. We are keen to get you back into good study habits, but also want to give you time to settle back in, so homework detentions will not be issued for the first week. They will begin from Monday 15th March. So, **on Monday 15th March in tutor time, you will need to show your tutor your completed English homework.**

Tutor bases

Your tutor room is shown on the table below.

YEAR 7 – HOY Mr Goldson					
AR	G45	Miss Roberts	CHU	G41A	Mr Hutchings
NR	G26	Mr Peggs	IH	G30	Mrs Hewitt
ED	G38	Mr Donaldson	KL	G32	Miss Lewis
JV	G41B	Ms Vallance	TB	G46	Mr Broadbridge
YEAR 8 – HOY Mr Fahy					
ME	G24	Miss Etheridge	MD	G19	Mrs Dobson
MC	F18	Mr Cole	AP	G20	Miss Pinhey
PD	F27	Miss Knights	BL	F15	Mr Louis
ADY	F20	Miss Carlin	IS	F14	Ms Sastre
YEAR 9– HOY Miss Marment					
AG	F30	Mr Goldman	JF	F31	Mrs Foster
KM	F32	Ms Motti	SJC	F33	Mrs Charles
ELO	F47	Miss Lolin	MHY	F42	Mr Hayden
EH	F48	Mrs Emeleus	KR(LS)	F28	Ms Richards
YEAR 10– HOY Mr Davey					
TW	F69	Mr Watts/Mr Rex	AH	G70	Mrs Hughes
MB	G55	Mrs Burrows	JM(HPH)	G16	Mr Miller
DS	G15	Miss Sherwin	CT	G14	Mrs Toomey/Mrs Caspar
KW	G13	Mrs Ward	SCA	G12	Mr Carter
YEAR 11 – HOY Mrs Adams					
EH	F08	Miss Humphries	TP	F11	Mr Page
RP	F10	Mr Preece	MF	F64	Mrs Freestone
RA	F09	Mr Adams	SC	F62	Mr Callow
MM/SB	G29	Mr Murphy/Mrs Baker	TH	F07	Mr Holland
HG	F05	Mrs Goode			

The End of the Day

- Your period 5 teacher will walk you to the gate at the end of the school day.
- Please leave the site promptly and avoid gathering with friends.
- The gate at the entrance to the school will be closed to traffic from 3.10pm until 3.25pm to allow students to walk up to the gate via their year group designated route, as before Christmas.
- The extra-curricular programme will be confirmed as soon as we can and if you are staying for an activity then please report to the designated room and ensure that you use hand sanitiser on entry to the new room.





Attendance

What should I do if I feel unwell?

We are expecting all of our students to return to school, week commencing 8th March as detailed, in line with Government guidance.

We will be following our usual attendance policies and protocol when we return.

If you develop symptoms of COVID-19 whilst at school:

- Tell your teacher. The teacher will call Reception and a First Aider (wearing PPE) will take you to the COVID Isolation room by the front entrance.
- You must wear your face covering and will have your temperature taken.
- Reception staff will contact a family member for you to be collected.
- Your parents/carers will be asked book a test for you and then notify the school of the test result by emailing covid@iscaexeter.co.uk

If you develop symptoms of COVID-19 out of school:

You, with your family, should self-isolate and get a test. Please Inform our Attendance Office as soon as possible if you are unable to attend school attendance@iscaexeter.co.uk. If you test positive for Covid, please notify the school by emailing covid@iscaexeter.co.uk

If a member of your household develops symptoms of COVID-19:

The whole household should self-isolate and the member of the household should get a test. Please inform our Attendance Office as soon as possible if you are unable to attend school attendance@iscaexeter.co.uk

Mass Lateral Flow Testing

Many people can have Covid-19 without being unwell or experiencing any symptoms, these people are classed as being asymptomatic. An asymptomatic person can still pass the virus on to others who may then become ill.

Lateral Flow Tests

To try to reduce the transmission of the virus in school, we will be offering all students three lateral flow tests on site. These tests can identify a high viral load, which may mean that the person has Covid-19.

You will only have a test on site if your parent/carer has given permission/ consent. The tests will start on the dates shown below. You will be able to book a time to come to the school for your test where staff will talk you through the process. You will be able to register your test and will receive an email with the results soon afterwards.

For your first test only, you will come to school, complete the test and then return home.

First test dates:

- Year 10 & 11 - Monday 8th March
- Year 7 & 8 - Tuesday 9th March
- Year 9 - Wednesday 10th March

Your second and third test will take place during the school day.

Mass Lateral Flow Testing

First day back in school

The day following your first test will be your first day back to school (see below). If your parents do not give permission for you to have a test, you will start back at school with your year group as follows;

- Year 10 & 11 - Tuesday 9th March
- Year 7 & 8 - Wednesday 10th March
- Year 9 - Thursday 11th March

Home testing

Once you have had three tests on site, you will be sent home with a home testing kit. You will use this kit to test yourselves before school on a Monday and Thursday, the results of the tests need to be reported to the NHS, through the link on the home test kit and also to the school through the link here [Home test result](#)

Test results

If your test result is negative you can come in to school as normal, if your test result is positive, your parents will need to book you a PCR test to confirm the home test result. Whilst you are waiting for the PCR result, you and your family will need to self isolate in accordance with government guidance.

[This link shows you how to complete a lateral flow test.](#)