



East Point Academy

**East Point Academy
Return to School Information**

Introduction

We look forward to having you back at school and know that some of you will have worries and concerns about how things have changed. We have put this booklet together to inform and reassure you of the changes we have put in place to create a safe and secure environment for you to have some in person teaching time.

There are some very important alterations that have been made and it is important you follow the procedures put in place to ensure your safe return and the safety of others.

Please read through this booklet so you know what to bring to school, where you need to go and the steps you must follow while at school.

It is important that everyone works together and follows these rules for the benefit of your safety and education.

Your new timetable

You will be coming into school and following your new timetable. Each year group will be taught in year group zones, to limit the number of people you come into contact with.

You must arrive at school from 8.20am until 8.35am, lessons will start at 8.40am. When you arrive, you will enter the Academy via the following entrances and go straight to your year group zone:

- **Year 7 grey gate beside Britten Hall, turn right and upstairs in the English block**
- **Year 8 grey gate beside Britten Hall, turn left and through the double white doors to the science corridor.**
- **Year 9 grey gate beside Britten Hall, turn left and through the double white doors and across the courtyard, into the maths corridor via the red doors.**
- **Year 10 new main entrance, through the red doors into the down stairs humanities block.**
- **Year 11 blue tech block door, up the stairs into the technology/humanities block.**

It is very important you are punctual at the start of the day, but do not arrive before 8.20am. This is to ensure that students are not having to congregate on school grounds, and are able to go straight to their classroom where the teacher will be present.

If you arrive late to school, you must sign in at the main reception desk (V block).



Social distancing

Social distancing means maintaining a safe distance between yourself and others. Although there has been a reduction in this distance, two meter markings remain around the academy site to guide students to maintain social distancing where possible. Students must walk in single file on the left hand side of the corridor when moving around the academy.

This will enable safe distancing. By keeping students in year group zones the amount of movement around the academy and the number of people you will come into close proximity with will be reduced significantly.

It is important that you socially distance so that you, your friends, teachers and the wider community are as safe as possible.

We have set up year group zones, which you will stay in, and your lessons will be in the same classroom within that zone, with the exception of Art, Technology, Drama and PE. Break times and lunch time will be staggered with two year groups on break or lunch at a time.

The courtyard will split in two, with one year group using the lego dining hall and courtyard 1 and the other year group using the dining room and courtyard 2. Year 7 will have break and lunch at a separate time, using the dining hall and tennis courts.

It is important you maintain social distancing and be careful to limit the surfaces you touch and are mindful of your personal hygiene including washing hands, coughing and sneezing into your elbow (not hands).

If you don't socially distance, or follow the rules, you will be asked to leave school.



Year 11 and Year 9

Time	Activity
8.40 – 9.35	Lesson 1
9.35 – 9.50	Break
9.50 – 10.50	Lesson 2
10.50 – 11.45	Lesson 3
11.45 – 12.40	Lesson 4
12.40 – 13.10	Lunch
13.10 – 13.40	Tutor
13.40 – 14.35	Lesson 5
14.35 – 15.30	Lesson 6

Year 10 and Year 8

Time	Activity
8.40 – 9.35	Lesson 1
9.35 – 10.35	Lesson 2
9.35 – 10.50	Break
10.50 – 11.45	Lesson 3
11.45 – 12.40	Lesson 4
12.40 – 13.10	Tutor
13.10 – 13.40	Lunch
13.40 – 14.35	Lesson 5
14.35 – 15.25	Year 8 Lesson 6
14.35 - 15.30	Year 10 Lesson 6



Year 7

Time	Activity
8.20	Arrive at the academy, guided to teaching space.
8.40 – 9.35	Lesson 1
9.35 – 10.10	Lesson 2a
10.10 – 10.25	Break
10.25 – 10.50	Lesson 2b
10.50 – 11.45	Lesson 3
11.45 – 12.20	Lesson 4
12.20 – 13.10	Lunch
13.10 – 13.40	Tutor

13.40 – 14.35	Lesson 5
14.35 – 15.20	Lesson 6
15.20	Leave academy site



What you need

You are to wear your full school uniform. You must wear your black school shoes, black school trousers or black school skirt and a white shirt, blazer and academy tie.

It is important that you wash your uniform regularly.

You need to bring your correct stationery equipment - black/blue biro, pencil, pencil sharpener, ruler and eraser. You must not share your equipment.

Arriving at EPA

You must arrive at the academy between 8.20am and 8.35am.

It is important you are on time to ensure suitable distancing. It is important to follow social distancing rules on your journey into the academy.

As you enter the academy you must use the hand sanitizer positioned at your entrance point.

This may be the first time you have seen your friends in a few weeks, do not hug when you greet them, keep a 2 metre distance.

If you are arriving by car, use the one way system in the car park.

If you are arriving by bike, dismount and walk your bike along the path, maintaining social distancing, rack your bike in the marked racks. Then walk along the path maintaining distancing as indicated by path markings.

If you are arriving on foot, ensure you have followed social distancing from the moment you leave your home. Enter via the main gate and use the markings on the path to maintain your distance from others. You will then make your way to the entrance that you have been assigned to for your teaching group.



The lesson

As you reach the classroom, keep a suitable distance from the person in front of you. As you enter the room, use the hand sanitiser positioned at the door.

Your books for all your lessons will be in your teaching rooms, you will mostly be taught in the same room all day with exceptions of Art, Drama, Technology and PE. The teachers will move around the academy to teach the lessons.

You need to ensure you have been to the toilet before you arrive at the start of the day. The toilet facilities will be available at school as well, but you need to minimise your use of public facilities wherever possible. Toilets at school will be cleaned frequently throughout the school day. The following toilets are available for the designated year group:

- Year 11 - upstairs technology toilets
- Year 10 - downstairs English/humanities toilets
- Year 9 - girls - music toilets, boys - red shelter toilets
- Year 8 - girls - music toilets, boys - red shelter toilets
- Year 7 - downstairs English/humanities toilets

Students will only be allowed to leave the room one at a time. You must sanitise your hands when you leave the room and on your return. Hand sanitiser will be available in every teaching space for you to use. **Ensure you wash and dry your hands correctly.**

Classrooms will be cleaned thoroughly at the end of each day, ready for use the next day.

Behaviour and expectations are very important, teachers are working very hard to maintain your high quality education and limit the impact that Covid-19 is having on you, be mindful of this and reflect this in your attitude, work ethic and behaviour.



The lesson continued

The expectations include:

- Bring a positive attitude to every lesson.
- Show manners at all times; saying please and thank you, using appropriate language (no swearing at any time) and being considerate of others.
- Treat other students and staff with respect; referring to staff as Sir, Miss, Mr ... Mrs... or Miss... and speak to other students politely.
- Greet other members of the academy and visitors with "Good morning or good afternoon".
- Enter the classroom in a quiet and orderly fashion, remain in your designated seat for the duration of your lessons in that room.
- Put your hand up and wait before asking questions, do not shout out.
- Sit up straight, listen, ask and answer questions, never interrupt, track the teacher.
- Follow instructions and complete tasks to the best of your ability.
- Do not disrupt the learning of others.
- At the end of the lesson, students must tuck in their chairs and stand behind them in silence before being dismissed from the lesson.
- Maintain all of the expected social distancing rules.
- Maintain high levels of personal hygiene in line with COVID19 regulations.
- Walk to the left hand side of the corridor in single file when moving around the academy.

Break

Your group will have a morning break, this will be staggered for different year groups and be in different zones to limit the number of people you come into contact with. You will need to bring in your own healthy snack and drink and you must sanitise your hands on return to your classroom and return to your designated desk. Water fountains will not be in operation.

Lunch

Normal school meals will be available in the designated zones. You must sanitise your hands on the return to the classroom and you will return to your allocated desk.



Exit from lesson

When you exit the classroom you must stand up and tuck in your chair and wait in silence to be dismissed.

At the end of the day you will be dismissed one at a time and exit the academy along the same route as you entered, sanitising your hands as you leave the school.

Once you have left the classroom, leave the academy site and make your way home maintaining social distancing.

Do not wait around at the gates for your friends.

Key points

It is important you follow these rules to ensure the safety of yourself and those around you.

Make a conscious effort to try not to touch surfaces or other items as you move around the academy site.

Returning to school and the measures put in place are to benefit your education.

In the event of evacuation from the building

- Students will be escorted out of the building via the emergency evacuation route.
- Social distancing will be maintained during evacuation.
- Social distancing will be maintained at the fire meet point while registers are taken.
- Students will be escorted back to their designated classroom by the teachers, observing social distancing and hand sanitising when entering the room.

We are looking forward to seeing you all soon so that face to face teaching can resume.