



# **Welcome Back to School**

## **September 2020**

### **Information for Parents/Carers**

## Introduction

Dear Parents/Carers

Welcome back to Longsands as we prepare for a brand new academic year.

This information booklet has been designed to outline exactly how we will meet the guidance set out by the Department of Education ensuring students and staff can return to school safely. Please take the time to read through the pack and discuss this with your child ahead of our return. The aim is to ensure that students and parents/carers understand the ways in which we must change our actions and behaviours to reduce the risk of infection for everyone.

There are likely to be numerous challenges for all schools, and wider society, over the course of the next few months. We will continue to review government guidance, and to take sensible measures to welcome students and staff back to Longsands in a safe and caring manner.

Finally, may we take this opportunity to reassure you that we are on hand to support all of our students at this challenging time and welcome them all back to Longsands. The return to the Academy may be a daunting one, but we have planned this very rigorously so that, when students do come on site, they will be safe, and their learning experience will be a positive one.

Thank you in advance for your continued support.

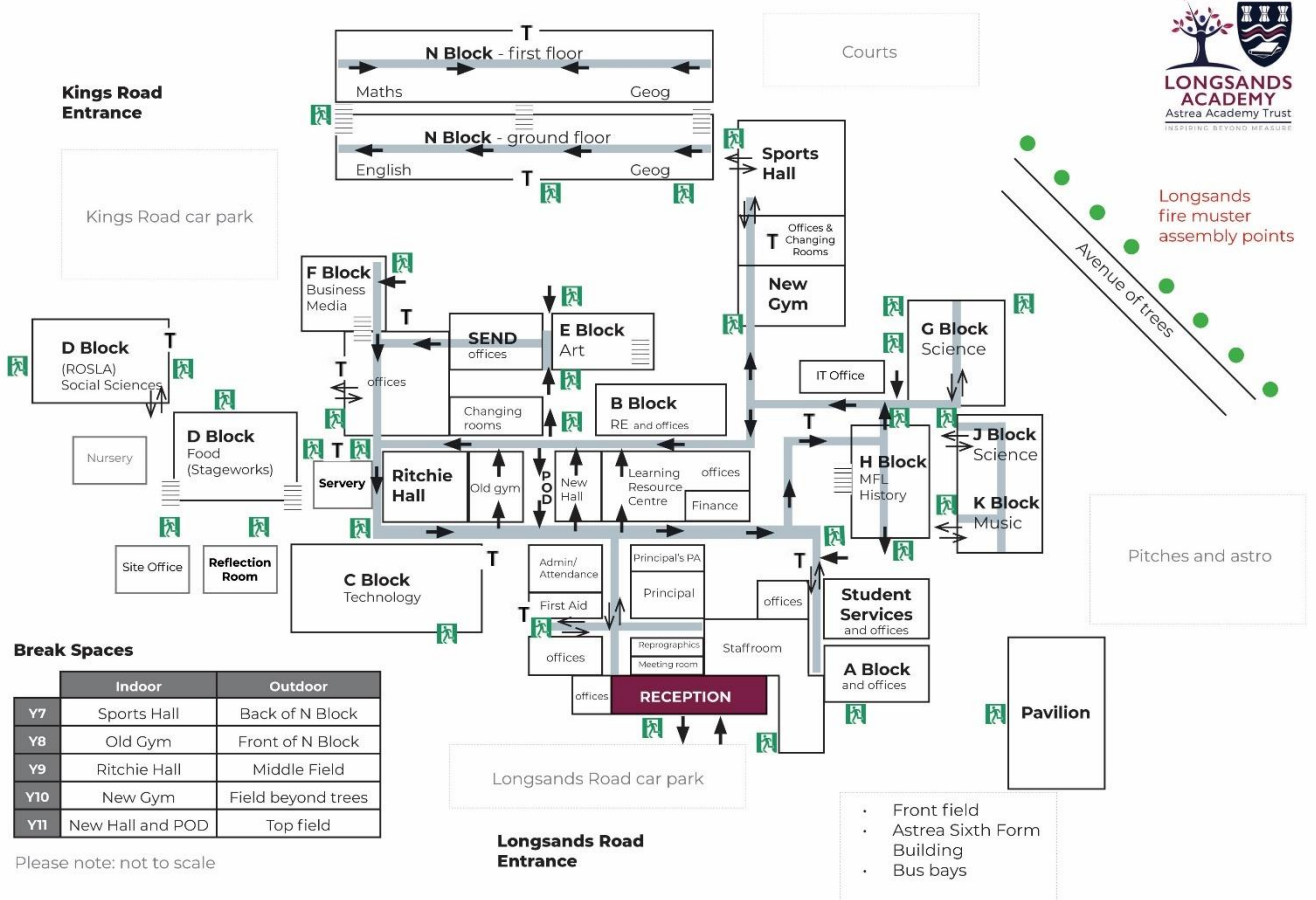
**Mr N D Owen**  
Principal



## Government guidance

In the light of Government advice and guidance, all schools have been asked to adopt a range of approaches and actions which, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced. This includes:

- ❖ Minimising contact with individuals who are unwell by ensuring that students or staff who have coronavirus symptoms, or who have someone in their household or bubble who does, do not attend school.
- ❖ Cleaning hands more often than usual – students and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
- ❖ Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- ❖ Cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- ❖ Minimising contact and mixing, as far as possible, by keeping students in consistent year group bubbles whilst in school (e.g. for lunch and break times) and altering the school environment (e.g. implementing year group zoning and a one way system around the site)



## Organisation

<b>Return to school dates</b>	<p>At Longsands, we are committed to fully opening our school in September 2020, to all year groups and students, in line with the government's national policy. We believe that students and staff will need to be supported upon return to school life, particularly given the temporary measures which will need to be implemented to ensure the safety of students and staff. We must ensure that students have a re-induction programme, where they return on a staggered basis. This is particularly important for Year 7 and Year 12 students, who were unable to attend their planned induction events in the Summer Term.</p> <p>We have staggered the first day back at school for each year group as follows:</p> <ul style="list-style-type: none"><li>▪ Thursday 3<sup>rd</sup> September: Year 7 only</li><li>▪ Friday 4<sup>th</sup> September: Years 11, 12 and 13 return (check tutor room location on the list at the end of this booklet). Year 7 also in school.</li><li>▪ Monday 7<sup>th</sup> September: All students in school. Years 8, 9 and 10 please check tutor room location on the list at the end of this booklet</li></ul> <p>On their first day back, students will spend period 1 with their form tutor. A copy of the tutor rooms is located at the end of this booklet.</p>
<b>The Academy Day</b>	<p><b>Please look at this carefully with your child(ren) as there are some significant changes from our normal school day.</b></p> <p>8:40am Bell rings signalling for students to go to their allocated classroom 8:45am Period 1 9:45am Period 2 10:45am Break 11:10am Period 3 12:10pm Period 4 12:55pm Year 7 lunch 1:10pm Years 8, 10 and 12 lunch, Years 9, 11 and 13 tutor time 1:30pm Years 9, 11 and 13 lunch 1:50pm Years 7, 8, 10 and 12 tutor time 2:10pm Period 5 for all students</p>
<b>Transport to school</b>	<ul style="list-style-type: none"><li>▪ Wherever possible, students should walk or cycle to school. If this is not possible then transport by private car will necessitate students being dropped off outside of the school grounds.</li><li>▪ Any travel by public transport has a mandatory requirement that all travellers wear a face covering. Therefore, if your child travels to school by public bus, they must wear a face covering as stipulated by government guidelines.</li><li>▪ At the time of writing and publication of this document, the DfE guidance states that on school buses children are not required to wear a face covering. However, the safety of our students and families is of the utmost importance, and so we require all students to wear a face covering whether they travel to school by public transport or by school buses provided by the Local Authority. They should not touch their face covering for the duration of the journey. On leaving school the mask should be reapplied and if disposable, should be thrown away on arrival at home. If it is washable it should be washed every evening. If students are travelling on school buses provided by the Local Authority they will be required to sit with students from their own year groups.</li></ul>

<p><b>Entering and leaving the school site</b></p>	<ul style="list-style-type: none"> <li>▪ It is important that students maintain social distancing measures when walking or cycling to and from the site.</li> <li>▪ We will be coning off the vehicle entrances to the site from 8:30am – 8:40am and from 3:10pm – 3:20pm to enable students to use the width of the vehicle entrances to enter the site in addition to the new student entrances.</li> <li>▪ There are three gates in our new fence which will be operational in September. Students should enter the site through the front Longsands Road entrance, the rear entrance off Kings Lane or the site entrance from Priory Park.</li> <li>▪ Sixth Form students should use the turnstile entrance outside the Sixth Form Block or the Kings Lane entrance turnstile in order to ‘swipe’ in with their ID card whilst being mindful of social distancing. We hope to be able to activate the Priory Park entrance for Sixth Form students very soon.</li> <li>▪ Students bringing a bike to school should ensure they are socially distanced when locking it up in the bike sheds. If there is already someone in the bike shed, they should wait at the entrance until the shed is empty. Please can we take this opportunity to remind students that bikes must be stored in the bike sheds (and should not be locked to fencing) and helmets must be worn by all students travelling to school by bike.</li> </ul>
<p><b>Organisation of year groups</b></p>	<p>Please see the arrangements for each year group below:</p> <p><b>Thursday 3rd September – Year 7 only</b></p> <p>Year 7 students should make their way around the outside of the buildings to the Sports Hall. Students should arrive at school no earlier than 8:30am unless they are attending breakfast club in the N Block drama space, in which case they should arrive no earlier than 8:15am. At the end of the day, students will leave either by the Kings Road exit directly from N Block or will walk around the back of the Sports Hall to make their way to the front of the site. Students must not enter the main building unless they are going to the library for homework club which runs from 3:15pm – 4:15pm. Students should bring their padlock into school on the first day as lockers will be allocated at this time. These lockers will come into use when we have resumed normal school working.</p> <p>From Friday 4th September for Years 7, 11, 12 and 13 and from Monday 7th September for all years, the following guidance applies (please bear in mind that in the event of rain, students will be permitted to wait in their indoor break and lunch time zones):</p> <p><b>Year 7</b></p> <p>If students are attending breakfast club they should make their way at 8:15am to the main doors of N Block where they will be asked to sanitise and go inside to enjoy their breakfast. Otherwise:</p> <p><b>Arrival:</b> 8:30am-8:35am via back gate if possible or front gate/side gate and service road (not through the building)</p> <p><b>Before school starts:</b> wait outside the side/back of N block, Kings Road car park end.</p> <p><b>Entrance:</b> middle doors to N block</p> <p><b>Toilets:</b> ground floor of N block</p> <p><b>Break and lunch spaces:</b> Sports Hall and back of N block (if purchasing lunch, Ritchie Hall initially at lunchtime)</p> <p><b>Year 8</b></p> <p><b>Arrival:</b> 8:30am-8:35am via back gate if possible or front gate/side gate and service road (not through the building)</p> <p><b>Before school starts:</b> wait outside the back of N block, Kings Road car park side</p> <p><b>Entrance:</b> N block doors closest to the Kings Road car park</p> <p><b>Toilets:</b> upper floor of N block</p> <p><b>Break and lunch spaces:</b> Old gym and front of N block</p>

	<p><b>Year 9</b>  <b>Arrival:</b> 8:30am-8:35am via back gate if possible or front gate/side gate and service road (not through the building)  <b>Before school starts:</b> X groups – outside the top of the Sports Hall corridor by Mr Lampett’s classroom windows, Y groups – outside F block, Z groups - outside ROSLA block (blue building by Kings Road car park)  <b>Entrance:</b> X groups – door at top of sports hall corridor, Y groups – door to F block near old outdoor gym, Z groups – main door to ROSLA block  <b>Toilets:</b> Canteen entrance or ROSLA toilets  <b>Break and lunch spaces:</b> Ritchie Hall and Middle Field</p> <p><b>Year 10</b>  <b>Arrival:</b> 8:30am – 8:35am via any gate  <b>Before school starts:</b> Outside music area (K block)  <b>Entrance:</b> closest entrance to first lesson, taking into account the one way system and which doors are operating as entrances or exits.  <b>Toilets:</b> Sports Hall changing rooms  <b>Break and lunch spaces:</b> New Gym and Far side of the avenue of trees</p> <p><b>Year 11</b>  <b>Arrival:</b> 8:30am – 8:35am via any gate  <b>Before school starts:</b> Along Sports Hall wall  <b>Entrance:</b> closest entrance to first lesson, taking into account the one way system and which doors are operating as entrances or exits.  <b>Toilets:</b> H block  <b>Break and lunch spaces:</b> New Hall/POD and Top field</p> <p><b>Years 12 and 13</b>  <b>Arrival:</b> 8:30am – 8:35am via any gate  <b>Before school starts:</b> Year 12 outside the sixth form building, Year 13 outside the pavilion  <b>Entrance:</b> closest entrance to first lesson, taking into account the one way system and which doors are operating as entrances or exits.  <b>Toilets:</b> Sixth Form (Year 12) or F block (Year 13)  <b>Break, lunch and study spaces:</b> Sixth form (Year 12), Library and A11 (Year 13)</p>
<p><b>Break and Lunchtimes</b></p>	<p>There will be no catering facility at morning break time, therefore your child should bring a snack if they would like to eat mid-morning. <b>Students must bring a water bottle and plenty of water with them to school.</b> Students will be able to purchase food and drinks at lunchtime. Students must sanitise on entry to their year group eating area and they must not eat or congregate in any other part of the school.</p> <p>At lunch time students will go to their allocated canteen area at the time designated for their year group. This will be as follows:</p> <p><b>Year 7</b>  12:45pm – Ritchie Hall for packed lunches or purchase of food.  1:25pm – move to allocated indoor or outdoor space (Sports Hall or Back of N Block)  1:50pm – Tutor time for 20 minutes before period 5</p> <p><b>Year 8</b>  1:10pm – Ritchie Hall to purchase lunches then immediately to the old gym to eat purchased food or packed lunches or go to allocated outdoor space (Front of N Block)  1:50pm – Tutor time for 20 minutes before period 5</p>

	<p><b>Year 9</b>  1:10pm – Tutor time  1:30pm – Ritchie Hall to purchase food or eat packed lunch (this will have been cleaned following Year 7) then remain in Ritchie or go to outdoor space (Middle Field)  2:05pm – make way back to classroom for period 5 at 2:10pm</p> <p><b>Year 10</b>  1:10pm – New Hall to purchase food, then to the New Gym to eat purchased food or packed lunch  1:50pm – Tutor time for 20 minutes before period 5</p> <p><b>Year 11</b>  1:10pm – Tutor time  1:30pm – New Hall to purchase food or eat it, and for packed lunches.  2:05pm – make way back to classroom for period 5 at 2:10pm</p> <p><b>Year 12</b>  1:10pm – Lunchtime  1:50pm – Tutor time for 20 minutes before period 5</p> <p><b>Year 13</b>  1:10pm – Tutor time  1:30pm – Lunchtime  2:05pm – make way to period 5 lesson at 2:10pm</p>
<p><b>Visitors to the school site</b></p>	<p>During the first half-term, visitors will only be permitted on site if the visit is essential. Where possible, visits should take place outside of school hours only. As always, a record will be kept of all visitors by our Receptionist. The measures for keeping everyone safe, including social distancing and hygiene, must be explained to visitors on arrival at reception.</p> <p>Parents/carers will also not be permitted onto the school site unless we have contacted you to collect your child – email/phone call will be our primary method of communication. Any parent meetings will be arranged remotely.</p> <p>All contractors coming onto the school site will receive specific guidance from our Premises Manager who will manage their time and movements within the premises.</p> <p>Parents’ information evenings and consultations will be kept under review with further information to follow on a year group basis. Alternatives to traditional parents’ evenings are being considered.</p>

## Health and Wellbeing

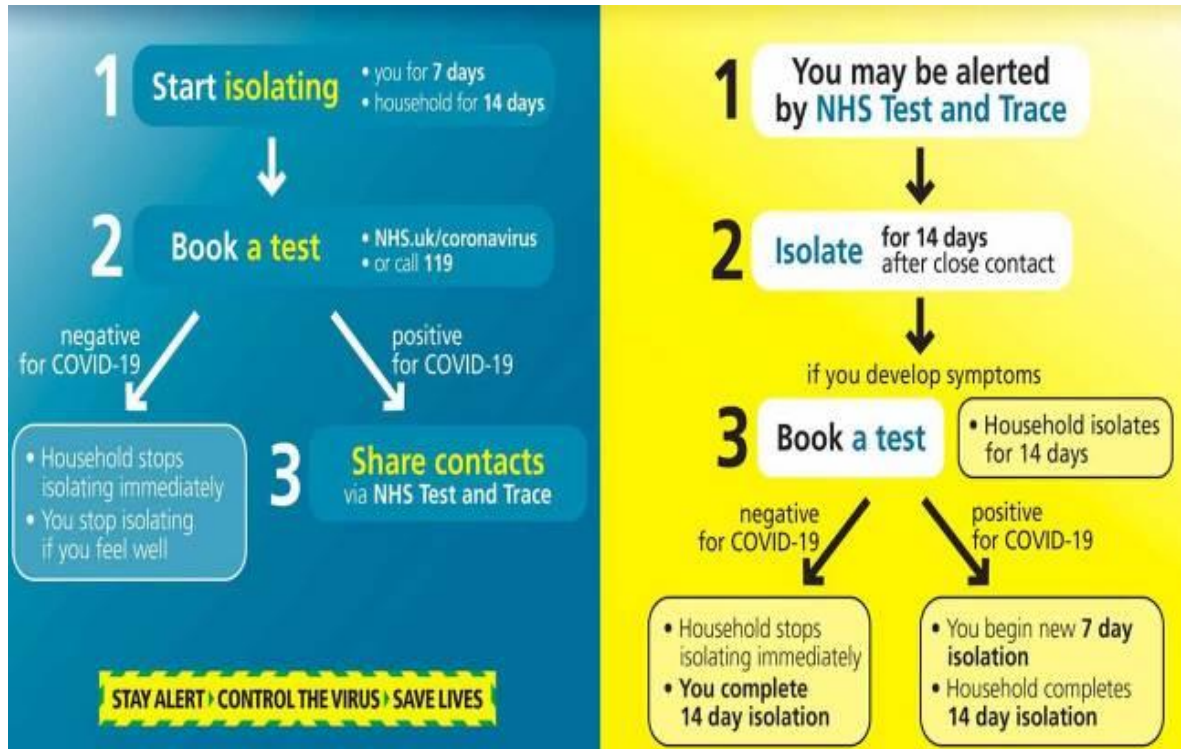
<b>Pastoral Support</b>	<p>Heads of Year and Student Support Officers will continue to support students and families in their usual way. They will usually base themselves in areas to make them easily accessible to students in their different teaching zones around the Academy site.</p> <p>We recognise that the return of students to the Academy presents a challenging set of circumstances in re-establishing classroom routines. We understand that our students have been without the structure and routine of school life for several months. Any worries or concerns will have been discussed during phone calls made to all students which took place towards the end of the summer term. We do recognise that anxieties may have changed or emerged during the summer holiday period so if you have any specific concerns about your child's return to school, please contact your child's Head of Year via <a href="mailto:enquiries@astrea-longsands.org">enquiries@astrea-longsands.org</a> during one of the two training days in September (Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup>).</p> <ul style="list-style-type: none"><li>▪ Head of Year 7: Miss Parsons</li><li>▪ Head of Year 8: Miss Bingham</li><li>▪ Head of Year 9: Mrs Postins</li><li>▪ Head of Year 10: Mr Milne</li><li>▪ Head of Year 11: Miss K Saunders</li><li>▪ Head of Year 12: Dr Cullen</li><li>▪ Head of Year 13: Mr Walker</li></ul>
<b>Hygiene measures</b>	<p>The sanitising of hands will take place as detailed above, when entering or leaving a classroom and prior to purchasing and eating food. We also encourage students to make use of toilet facilities to wash their hands using soap and warm water at break and lunchtimes.</p> <p>Everyone must follow the mantra of 'catch it, bin it, kill it' when sneezing or coughing. This is particularly important now that students will be sitting next to peers during lesson times.</p> <p>All areas of the Academy have been deep cleaned and will be thoroughly sanitised after use every day following a strict cleaning checklist. Where equipment needs to be used by multiple year groups it will be sanitised after each use, for example, computer keyboards in ICT or rounders bats in PE.</p> <p>A strict cleaning rota has been created in order to ensure that the site is as clean and hygienic as possible. Toilets will be cleaned a minimum of three times per day and classrooms at the end of every day. High use areas such as corridor door handles and push plates will be cleaned between every lesson change over.</p> <p>Litter must be placed in the bins provided; given the current situation, it is even more important that students play their part in keeping the site hygienic and litter free.</p>
<b>Students with severe medical conditions</b>	<p>For students with severe medical conditions that would place them within a high-risk/vulnerable category, individual risk assessments can be completed. If you would like to request an individual risk assessment for your son/daughter, please email Mrs Greaney, Vice Principal.</p>



<p><b>Use of toilets</b></p>	<p>If a student needs to use the toilet during the day they should ensure that they wash their hands thoroughly and sanitise again before entering the classroom. As far as possible toilets will be monitored to ensure that only three students at a time are using the facility. Students should only use toilets during designated break and lunchtimes and these should be the toilets closest to their indoor space as indicated above. Students will be advised of this on their return to school.</p> <div data-bbox="336 331 1252 855" data-label="Image"> </div>
<p><b>Face masks</b></p>	<ul style="list-style-type: none"> <li>• To further complement all other protective measures in place to reduce the risk of transmitting the infection, and to provide additional reassurance to staff and students, it is recommended that staff and students wear face coverings in communal areas where social distancing cannot be adequately maintained</li> <li>• We do not expect students to wear face coverings in classrooms</li> <li>• We understand that for some students there may be very legitimate reasons why they will not be comfortable wearing a covering. Students, therefore, will not be penalised if they elect not to wear face coverings</li> <li>• All face coverings worn must be in an appropriate style</li> <li>• It is the students' responsibility to supply and dispose their own face coverings</li> <li>• If the face mask is washable it should be washed every evening</li> <li>• We will review guidance on face masks on a fortnightly basis according to government and Public Health England guidance. We would suggest that you source a face covering for your child if you haven't already done so</li> </ul>
<p><b>Responding to a suspected or confirmed case of COVID-19</b></p>	<p>Anyone who is showing symptoms of COVID-19 as well as anyone living in a household or in their bubble with someone who is showing symptoms will be strictly prohibited from coming onto the Academy's premises and will be instructed to stay at home, self-isolate and follow current Government guidance. Parents should inform the Academy immediately if their child (or a member of their household) has symptoms of the coronavirus <b>and confirm that a test has been booked.</b></p> <p>A test should be applied for within the first 3-days of experiencing any COVID-19 symptoms by visiting <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> or calling 119. Parents, students and staff will be required to use the NHS Test and Trace service.</p> <p>The parents/carers of other children within that bubble (year group) will be notified that we have received information about a student with symptoms, but will not name individuals, or provide any more detail that is necessary. It is likely that all other children within the year group will be able to continue to attend school as normal whilst the test is carried out and the results are known. The wider school community will not receive this communication unless it has an impact on them too.</p> <p>If students feel unwell during their time in school, then they should immediately alert their teacher. The student will be given immediate and appropriate care and isolation, parents/carers will be contacted and the student sent home to self-isolate in accordance with the Government guidance:</p>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The parent/carer must keep the Academy updated with the health of the student and the results of the test. If the test is positive, then individuals that were in close proximity will be asked not to return to the Academy, self-isolate for 14 days and follow Government guidance in the link above, including the requirement to apply for a test. Parents/Carers may find the following charts helpful.



Please note that the references to 7 day isolation in this chart have now changed to 10 day isolation following revised government guidance.

If it is deemed necessary, the Principal will consider closure of the school to all or some students. Likewise, in the event of a local outbreak, the Principal would consider partial or full closure of the school in communication with the Trust, Local Authority and health officials. In such an event, the school would switch to our remote learning strategy, building on our experience of remote learning in the Summer Term. Therefore, it is vital that all parents/carers complete the Acceptable Use Agreement which will be sent to you.

**Fire drill and lockdown**

In the case of the fire bell signalling an evacuation of the building, students must remain seated until otherwise instructed by the member of staff. Students should maintain social distancing, where possible, whilst exiting the building via the nearest exit. Students will line up, in alphabetical order in their tutor group, observing a 1m distance from the student in front in their usual muster positions (year groups will have moved along so a plan will be published and shared). A video briefing will be held on the first morning in each group and fire drills will take place.

Lockdown procedures will remain the same. On hearing 3, seven second, soundings of the bell, students should remain in or return to classrooms, teachers will lock the door and await further instructions.

## Curriculum, Timetable and Teaching and Learning

<p><b>The Curriculum</b></p>	<ul style="list-style-type: none"> <li>▪ At Longsands, all students are entitled to study a broad and balanced curriculum. Students' timetables have not changed. What has changed, to make returning to school as safe as possible, is where those lessons will take place. We will strive to maintain our full curriculum (subject to the normal new timetables for every student at the beginning of each school year). For certain subjects that have practical or performance aspects to them, we will need to adapt the subject curriculum to meet the safety requirements.</li> <li>▪ Year 11 and Year 13 students in 2020/21 have been adversely affected by the disruption of COVID-19 to their studies. Following a recent Ofqual consultation, some subjects will have amended content coverage/examination conditions in 2020/21. Any changes will be made clear to students in their lessons in relevant subjects.</li> <li>▪ Timetables will be issued at the start of term as usual, making it clear where students' lessons will be located.</li> </ul>
<p><b>Entry into and exit from classrooms</b></p>	<p>Students must enter and exit classrooms one at a time to ensure that social distancing measures are observed and must sanitise immediately on entry to the room. Teachers will direct students to a table and this will be their seating position every time they are in that classroom. Students must follow all instructions first time, every time to ensure everyone's safety.</p> <p>Classrooms have been reconfigured to meet government guidelines. All tables have been separated and will face the front. This will avoid students facing each other on groups of tables.</p> <p>Students must also sanitise their hands prior to leaving the classroom.</p>
<p><b>Teaching</b></p>	<p>Reopening school as safely as possible means that students will be in the same room for much of the day and that teachers will move during lesson changeovers, rather than students. Teachers will also have to socially distance from students at a distance of 2 metres. This might feel a bit strange and different because normally teachers might circulate around the room and help students individually. It may feel like the teacher is quite distant. This is not because they don't want to help with learning or are being anti-social, but because they need to keep as safe as possible. This will mean that they may be behind their desk or in a certain area of the room for more of the lesson than might be usual</p>
<p><b>Feedback and Marking</b></p>	<p>In order to reduce the amount of contact between students and teachers, class exercise books will not be marked formally in any subject in the first half-term. Books will be visually checked, and students' understanding/misconceptions addressed through teachers' planning and teaching.</p> <p>Assessed pieces of work will be marked by teachers with a mixture of individual and class feedback provided. Fortunately, many students have established good routines of uploading work electronically and we are going to encourage students and staff to upload and give feedback on work online where possible and appropriate.</p>
<p><b>Assemblies</b></p>	<p>Assemblies will not run in their usual format at the start of term, although we will endeavour to safely reintroduce these as and when we can. Assemblies will be delivered remotely.</p>
<p><b>Remote Education</b></p>	<p>Teachers will be uploading work remotely on Doodle for students who are not able to attend school because they are shielding or in self-isolation.</p> <p>In the event of a local lockdown we will set work for all students on Doodle in the same way as we have to date. From September, this will involve combination of 'live' teaching sessions via Teams and tasks that students work through on their own for all year groups. We will provide support and training in tutor times for Year 7 students or for students who are new to the school, so that they become confident with using Doodle and Teams, allowing them to access schoolwork when necessary.</p>

<b>Music Lessons</b>	Individual music lessons for students learning an instrument will continue, subject to new advice and guidance for teachers. This guidance reflects the same guidance for classroom teachers. Lessons will start in the week beginning Monday 14 <sup>th</sup> September.
<b>Enrichment Activities</b>	<p>We are not currently permitted to mix year groups as this would compromise the bubbles that we have created with the aim of keeping each year group separate. Therefore, only extra-curricular activities which can be delivered to one year group will be able to take place until there is a change in the guidance. Sadly this means that we cannot run our breakfast or homework clubs for any year group other than Year 7 at the start of term. We will review these arrangements as soon as government guidance changes. We will seek to run our usual programme of exam support and clinic for students in Year 11 and 13 as normal.</p> <p>Wherever possible, planned House competitions will take place remotely to allow students to compete for House points.</p>

## Attendance, Behaviour and attitudes

<b>Uniform</b>	Students are required to wear their school uniform, including blazers, ties and smart black shoes which meet our uniform requirements. Please note that guidance requires rooms to be well ventilated to lower the risk of infection; therefore, all windows will remain open for the entire day unless heavy rain prohibits this. We advise that your child also brings their school jumper to wear under their blazer unless the weather is very warm.
<b>PE Uniform</b>	In a change to our previous communication about PE uniform, students will be required to wear full PE uniform in all PE lessons. If they have PE period 1, they should arrive at school in their PE uniform and bring their main school uniform with them to change into for period 2 onwards. Equally, students who have PE during period 5 will travel home in their PE kit. Our 2020/21 timetable allows us to allocate separate changing facilities for each group and therefore changing can be accommodated.
<b>Behaviour</b>	<p>Behaviour that undermines the safety measures that the Academy has put in place or risks the safety of students or staff will not be tolerated. Failure to follow instructions or follow safe practices, for example spitting or coughing at another student or member of staff, will be taken very seriously. Our current behaviour policy is still in place, including the consequence system and any student who chooses not to behave appropriately will be sanctioned accordingly. Students who reach a C2 will continue to be required to attend a same day after school detention and those who reach a C3 will be isolated and, in extreme cases, externally excluded. Detentions will be held as normal and students will sit socially distanced from each other. Parents/carers will be informed if their child has a detention and transport home will be provided for students who would normally catch a bus. Equally, students who choose to exceed our behaviour expectations will be awarded house points which contribute towards rewards. The Academy will continue with its key principle of ensuring all students are safe, respectful and responsible at all times.</p> <p>To assist students in meeting our expectations, we have published a set of student routines in student handbooks which will be issued on the first day of term. Students will need to take responsibility for their behaviour and to make the most of the opportunity to be back learning in school. More than ever, we really do need their co-operation and for every student to follow instructions first time, every time.</p>
<b>Mobile phones</b>	The rules on mobile phones remain unchanged; they should not be seen or heard on the school site ( <b>within the fence-line</b> ) or within the school building at any time, <b>even at the end of the school day</b> . If they are, they will be confiscated and returned to the student at the end of the following day. Where a student attends an extra-curricular activity which finishes <b>after 4pm</b> , they may use their phone on the site to make contact with parents/carers if necessary.

<p><b>Equipment</b></p>	<p>For safety reasons we need to limit the number of objects passing from one person to another. In order to reduce sharing of equipment, we would like to remind all students that they should bring everything they need for lessons in with them for that day. This includes exercise books and all stationery. A full list of school equipment can be found on our website and was sent to all parent/carers in July.</p> <p>Students should also bring a water bottle to ensure they remain hydrated. Students should not bring chewing gum onto the site as the disposal of this could cause a hazard to others.</p> <p>We would also ask students to bring tissues to school or take a tissue from the sanitiser table as they enter the classroom, so they can cover their mouth if they cough or sneeze. If students have their own hand sanitiser, they will be allowed to apply it at regular intervals and may keep it on their desk.</p>
<p><b>Travelling around the school</b></p>	<p>Students should follow the instructions of staff at all times, following the designated one way systems through the areas of the Academy site that their bubble is permitted to access.</p> <p>Students are only permitted to enter the building where their session is taking place via the doors indicated. They must not enter any other part of the school building unless they are purchasing lunch or making their way to their designated break or lunch area.</p>
<p><b>Attendance</b></p>	<p>If a student does not arrive for school, we will contact parents/carers in the usual way. Please inform us if your child is ill or has to self-isolate to ensure that we know that they are safe using the attendance line 01480 223343 or via email to <a href="mailto:absence@astrea-longsands.org">absence@astrea-longsands.org</a></p> <p>If your child is unwell but does not have symptoms of coronavirus, please send them into school whenever possible, subject to the usual advice around vomiting and diarrhoea (please keep students at home for 48 hours after the last bout).</p>

## Year Teams 2020/21

<b>Head of Year 7: Mrs V Parsons</b> Office: A13			Room	Temporary Room
Student Support Officer: Mrs Gavigan				
7AJF	A Fraser	Turing	N28	N111
7ERM	E Marsland	Austen	J1	N113
7MLH	M Howell	Austen	H21	N114
7AJR	A Remfry	Darwin	N114	N15
7EAT	E Amaya Taylor	Hawking	H22	N16
7RBB	R Bugain	Seacole	H4	N17
7CMK	C Koncewicz	Hawking	F1	N19
7DVK	D Kirk/E Simpson	Seacole	C2	N18
7EMS	L Sparrow/C Armitage	Darwin	G11	N115
7RJE	R Elias	Turing	N18	N116

<b>Head of Year 8: Miss K Bingham</b> Office: E13			Room	Temporary Room
Student Support Officer: Mrs Alder/Mrs Stockwell				
8DPH	D Howell	Hawking	G14	N25
8HJL	H Leather	Austen	H23	N26
8RLT	R Thomas	Seacole	G17	N27
8CSO	C O'Riordan	Darwin	N14	N28
8NJD	N Dunning	Hawking	N19	N29
8SXH	S Highfield	Turing	G13	N211
8GXG	G Gray	Austen	N115	N213
8JAB	J Boston	Darwin	C6	N214
8JVL	J Lassey	Seacole	B6	N215
8SSH	S Hood	Turing	C5	N216

<b>Head of Year 9: Mrs S Postins</b> Office: B7			Room	Temporary Room
Student Support Officer; Miss Beveridge				
9GAH	G Hiom	Austen	G7	B3
9JJB	J Bloodworth	Seacole	K1	B5
9NJS	N Stephenson	Darwin	G6	B6
9CLG ( <i>JTM</i> )	C Given/S Prabhu-Naik	Seacole	J3	F24
9KJD	K Dixon	Hawking	D33	F33
9NDZ	N Zoylinos	Turing	H33	F34
9CKK	C Khoo	Turing	N22	D8
9IMB ( <i>COO</i> )	I Bowen	Darwin	H3	D9
9JSH ( <i>GIW</i> )	J Hudson	Austen	F24	D10
9MLT	M Larkman	Hawking	G4	D11

<b>Head of Year 10: Mr J Milne</b>			Room	Temporary Room
Office: B8				
Student Support Officer: Mrs Cavilla				
10LJC	L Couzens	Austen	F22	H1
10LSG (PPM)	L Gough / S Woodford	Darwin	E32	H3
10PRJ	P Jeffery	Seacole	N23	H4
10BMM	B Makamba	Hawking	F21	H21
10KMA	K Allen	Austen	N11	H22
10RSC (JMM)	R Coulson	Seacole	D9	H23
10PRR	P Redmond	Hawking	D23	H33
10CLA	C Allden / B Constable	Turing	H24	H24
10BJD	B Dickerson	Darwin	N12	H34
10BPP	B Parkes	Turing	K4	H32

<b>Head of Year 11: Miss K Saunders</b>			Room	Temporary Room
Office: E14				
Student Support Officer: Mr Breakspear				
11JJW	J Wayman / C Given	Darwin	H31	N11
1WJW	W West / C Cann	Seacole	G1	G6
11HJJ	H Jackson / K Garner	Austen	D10	N12
11DAN	D Nunnery	Austen	B5	N13
11FKM	F McAllister / T Allen	Hawking	N24	N24
11JSB	J Bartrick / F Smith	Turing	D8	N14
11REM	R Middleton	Darwin	N26	N21
11ACK	A Kite	Hawking	D22	N22
11RMO	R Owen	Seacole	D11	N23
11AFI	A Ivett	Turing	J2	G7

<b>Head of 16-19: M Taylor</b>		<b>Head of Year 12: Dr Cullen Office: Sixth Form Block</b>		
Inclusion and Wellbeing Officer: Mrs J Emanuel Student Support Officer and Admin: Mrs E Walton		<b>Head of Year 13: Mr Walker Office: Sixth Form Block</b>		
		Room	Temporary Room	
12CLS	C Staplehurst / S Sharratt	N216	F1	
12SWB	S Blake	J5	J5	
12LM	L Murphy / A Morris	J4	J4	
12AJH	A Hewitt / D Stevenson	N17	J1	
12CB	C Bobbett	F34	J3	
12KAS	K Smith	N111	K1	
12MDP	M Paine	N27	K4	
12MPS	M Simpson	D31	K8	
13JSS	J Swainston	H1	E31	
13GES	G Sanders	E21	E21	
13ORW	O Willis	H32	C6	
13PRS	P Saklani	E1	E1	
13CLB	C Beasley	N16	E32	
13JCP	J Philpott	F2	E4	
13AAK	A Kay	N25	D23	
13CJS	C Seery	D24	D24	