

GUIDANCE FOR PARENTS,
CARERS AND STUDENTS ON
RETURNING TO SCHOOL



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1. The School Day

In order to fulfil government guidance and to make the school a safe environment for all, as well as ensuring that we give full access to the school curriculum, we have identified five guiding principles:

Guiding Principles:

1. To keep all staff and students as safe as possible
2. Enable lessons to be taught from specialist classrooms so that students will have access to the full curriculum and reduce the amount of movement for staff so that learning can start promptly
3. Limit the amount of movement that students need to do around the site in order to limit social interactions
4. Ensure that all students have access to a hot meal during the day, should they want one
5. To have clear procedures for managing any suspected or confirmed cases of COVID-19 that minimises the risk to others

This means that our school day will look different at the start of the autumn term to allow us to achieve the above.

The school day will look like this:

Autumn Term School Day							
Year	Arrival Time at School	Tutor Time	Change Over	Lesson One, Break 1 and Lesson Two	Change Over	Lesson Three, Break 2 and Lesson Four	Departure time
Year 7	Not before 8.15	8.35-09.00	09.00-09.10	9.10 -12.00 (Hot break 09.55-10.20)	12.00-12.10	12.10-2.50 (Active break 12.50-13.10)	2:50 PM
Year 8	Not before 8.15	8.35-09.00	09.00-09.10	9.10-12.00 (Hot break 11.00-11.25)	12.00-12.10	12.10 - 2.50 (Active break 13.40-14.00)	2:50PM
Year 9	Not before 8.15	8.35-09.05	09.05-09.15	9.15-12.05 (Active break 10.15-10.35)	12.05-12.15	12.15 - 2.55 (Hot break 12.55-13.20)	2.55PM
Year 10	Not before 8.15	8.35-09.05	09.05-09.15	9.15 -12.05 (Active break 10.45-11.05)	12.05-12.15	12.15-2.55 (Hot break 13.25-13.50)	2.55PM
Year 11	Not before 8.15	8.35-09.05	09.05 Straight to Lesson	9.10 -12.05 (Hot break 10.30-10.55)	12.05 Straight to Lesson	12.10-3.00 (Active break 13.15-13.35)	3.00PM

We respectfully ask that students do not arrive on site until 8.15am at the earliest.

How can parents and carers help?

- Talk through the school day with your child to help them to understand the changes prior to returning
- Make sure that your child arrives at school after 8.15am and as close to school start time as possible

2. First Day back at School

We will start the timetable on **Week B2**

Thursday 3rd September- Week B2 on Timetable

Years 7 and 11 will be expected on school site.

Friday 4th September- Week B2 on Timetable

Years 7 and 11 on school site.

Monday 7th September- Week A1 on Timetable

All Year groups are expected on school site.

How can parents and carers help?

- Ensure that you are clear on which day your child starts school and that they are prepared with the correct uniform and equipment

3. What if my child is 'new to the school'?

During the 'lockdown' period, and also during the summer holidays, we have had a high number of new admissions to the school. Some parents and students have already been 'met' virtually by our pastoral teams, but there are a number who have not.

Our staff will endeavour to contact all those parents and students who are joining us, confirming their place at Poltair School prior to their start dates outlined above to discuss standards, expectations and ensure that each young person is ready to start afresh and be successful at Poltair School.

Uniform can be purchased at Cornwall Screenprint- information about the expectations can be found here:

<https://www.poltairschool.co.uk/files/Transition-Uniform-Leaflet.pdf>

Cornwall Screenprint price lists <https://www.poltairschool.co.uk/files/Poltair-price-list.pdf>

Cornwall Screenprint Order forms <https://www.poltairschool.co.uk/files/Poltair-order-form-2020.pdf>

How can parents and carers support this?

- Ensure you have checked the uniform (including equipment) and behaviour expectations for Poltair and discussed them with your child. You both need to be clear on what is appropriate and what is not, we will support where needed but please get in touch if you are concerned or unsure.
- Make note of the colour tie needed for your child when contacting Cornwall Screenprint
- Identify Poltair as being a 'fresh start' for them and that first impressions are helpful to get right on Day One with their new teachers and peers.

4. Student Access to School site

We have had new security gates put in place around the entirety of the school site that will be opened to allow entry and exit of students at identified times of the day, but will remain locked at all other times.

At the Start of the School Day:

- Site opens to students from 8.15am onwards.
- Students should NOT be arriving prior to this time and should ONLY enter school site through the West or East Gates and then go to their tutor base (names of any student arriving before 8.15am or repeatedly entering elsewhere will be spoken to be members of the Senior Team).
- Students on School Transport will be met by Poltair Staff and expected to remove their face masks and proceed directly to their tutor base. If a disposable mask is worn, students are to place securely in the bins provided at the school gates, if a re-usable mask is used, they are to store it in an appropriate place- we recommend a re-sealable bag or container. Students will then move directly to their tutor base, sanitising as above
- Students must not congregate anywhere on school site.

On arriving at their tutor base, all students must sanitise their hands, using the hand sanitiser provided, and will be expected to sit in their allocated seat as selected by their form tutor.

If a child wishes to wear a face mask whilst on the school site, please see the section on face masks.

At the End of the School Day:

- Students will be escorted to the gates and buses by their Lesson 3 and 4 teachers of each day as follows
 - Year 7 and 8 at 2.50pm
 - Year 9 and 10 at 2.55pm
 - Year 11 at 3.00pm
- Students are expected to leave site swiftly and without congregating in larger groups (names of any student repeatedly refusing to follow duty staff instructions will be raised to the Senior Team).
- Students on School Transport will be guided onto the buses/into taxis by Poltair Staff and reminded to follow expectations around hygiene and use of face masks.

How can parents and carers support this?

- Ensure you are clear on the timings of the day and discuss the routine your child will need to follow for their journey to and from school.

5. Visitor Access to School Site

Parents

- **No parents will be permitted on school site without prior arrangement.**
- Student drop off and collection must take place outside of the school gates
- Any concerns regarding your child's welfare should be raised initially with their tutor as first point of contact.
- For health and safety reasons, we have to limit the number of people who access the school site during the day- school staff will communicate via email or phone and any meetings that are to be held will be essential only and at the discretion of school staff.

External Professionals

- A number of our young people work with external professionals to support their physical and emotional health. This is more effective on a 1-1 and face to face basis.
- Any meetings regarding students should be discussed/arranged through the Pastoral Team as a central point.

Contractors

- These will be managed by prior arrangement with the Site Manager/ICT Team and attempt to be made outside of school hours.

How can parents and carers support this?

- Ensure that you do not enter school site during school hours unless you have a prior appointment

- Adhere to the timings outlined above so your child is not on site before 8.15am or after 3.15pm
- Communicate any problems or concerns to your child’s tutor as soon as possible to allow us to support you

6. School Transport (covering taxi and bus transport)

All students over the age of 11 are expected to wear face coverings on entry to the transport and for the duration of the journey (any student who is exempt from wearing a mask should have a note from home identifying this so that it can be shared with drivers and staff on request).

Students are expected to use the provided hand sanitiser on entry to and exit from the transport where applicable.

Students are expected to try and maintain sitting with their own year groups or within family groups if this is not possible. School staff will support this if and when appropriate.

Buses and Taxis will be met by school staff in the morning and students will be reminded to remove face masks and make their way to tutor bases swiftly on exit from the vehicles

Students will be escorted by their teachers to the buses at the end of the school day and reminded of the above expectations

How can parents and carers support this?

- Discuss the expectations outlined above on the relevant school transport and that it is essential for their own and other students safety to follow the guidelines.
- Remind your child that failing to follow school behaviour and safety rules during their journey to and from school may result in them not being allowed to access transport in the future.

7. The School Timetable (including setting details)

For the start of the autumn term, we have adjusted the timetable to enable the school day to be as safe as possible for all and to give access to the full curriculum with specialist teachers and specialist classrooms.

In essence, the usual school timetable will be taught across a four-week cycle rather than a two-week cycle. To reduce the movement of students and staff, students will have two lessons of the same subject with the same teacher in succession. This will mean that in a school day, the students will see their form tutor and have a further two different teachers in two different classrooms for lessons. By doing this, the potential for cross-contamination is reduced considerably.

Our hope is that during the school year, we can revert to our usual two-week cycle with 75-minute lessons. We have created the timetable in such a way that if government guidance changes, we would be able to make this change very quickly.

First week of the cycle	Second week of the cycle	Third week of the cycle	Fourth week of the cycle
Week A One	Week B One	Week A Two	Week B Two
Lessons one and two from the original week A timetable	Lessons one and two from the original week B timetable	Lessons three and four from the original week A timetable	Lessons three and four from the original week B timetable

An example for a student in 8MYA (Year 8, Mr Yates)

Tutor Time	Change Over	Lesson One, Break 1 and Lesson Two	Change Over	Lesson Three, Break 2 and Lesson Four	Departure time
8.35-09.00	09.00-09.10	9.10 -12.00 (Hot break 09.55-10.20)	12.00-12.10	12.10-2.50 (Active break 12.50-13.10)	2:50 PM
<ul style="list-style-type: none"> With Mr Yates in S14 	<ul style="list-style-type: none"> Escorted by Mr Yates to the Year 8 change over area on the hard courts. Collected by Mrs Braithwaite and escorted to S15 for English 	<ul style="list-style-type: none"> English with Mrs Braithwaite in S15 Escorted by Mrs Braithwaite to the Dining Room for the start of Hot Break at 09.55. Collected by Mrs Braithwaite at 10.20 to return to S15 for the second part of English 	<ul style="list-style-type: none"> Escorted by Mrs Braithwaite to the Year 8 change over area on the hard courts Collected by Mr McNally for Mathematics in W2 	<ul style="list-style-type: none"> Mathematics with Mr McNally in W2 Escorted by Mr McNally to the Top Courts for the start of Active Break at 12.50 Collected by Mr McNally at 13.10 to return to W2 for the second part of Mathematics Escorted by Mr McNally to the West Gate or buses for departure 	<ul style="list-style-type: none"> If a student is on school transport, the transport will depart once all year groups are on the bus

Changeovers will happen twice a day- once after morning registration and the other after lesson two. Changeover is when all students are escorted to their allocated areas so that their next teacher can collect their teaching group.

Student setting and groups

All students will remain in 'year group bubbles' throughout their school day to ensure they do not mix with students outside of their year group.

- In Year 7, students will be in their tutor group for all lessons, with the exception of PE. We believe this will support the transition of Year 7 to secondary school. It is our intention to set students for the start of the spring term.
- In Year 8, students will be in sets for English, Maths, Science and Computing. In all other subjects, students will be in mixed ability groups.
- In Year 9, students will be in sets for English, Maths, Science, Geography, History, and Personal Development. In all other subjects, students will be in mixed ability groups.
- In Year 10 and 11, students will be in sets for English, Maths, Science and Personal Development. In all other subjects, students will be in their option groups that they will already be familiar with.

How can parents and carers support this?

- Read through your child's timetable with them
- Ensure that they have the right equipment for each day

8. Teaching and Learning (onsite)

What can we expect from lessons?

Teaching staff will always lead the lesson from the front and remain 2-metres from all students and other adults.

Students will sit in the same place each lesson, as specified by the teacher, with desks facing forward.

Lesson length may vary according to the adapted timetable and will be up to 150 minutes in duration, always with a break within this time. Students will still receive high quality lessons, which continue to require all to take part in a **silent** retrieval or vocabulary-based starter followed by instruction, modelling and being required to independently carry out learning activities. Lesson structure may slightly vary due to the adaptation of the timetable.

Students within the same year bubble will be able to share general resources such as textbooks, glue sticks, mini-whiteboards and pens, but where possible equipment will be kept to individual use. The school will take every action to ensure resources are not mixed across year group bubbles and all general resources are wiped and ideally left without touch between year group use.

Teaching Assistant support

Where a child is receipt of an EHCP or requires the support of a teaching assistant this will continue in the classroom. The TA will be the only adult in the room who is permitted to be less than 2-metres from students. TAs will wear a visor when supporting students.

How will classrooms be laid out?

Classrooms will be laid out with desks facing forward and the teaching space remaining well ventilated with an open door and windows, where practicable.

Students are expected to sanitise their hands, using the provided santiser, on entrance and exit to a teaching room.

Students will also be asked to disinfect and wipe their desk when they leave the end of tutor, lesson 2 and 4 to ensure high touch surfaces are sanitised before another teaching group enters the classroom.

All staff and students will follow the classroom charter which specifies clear Covid safe operating procedures in the classroom.

Toilet use during lessons

Students will be allowed to go to the toilet during lessons with permission. Students will be expected to follow an additional sanitation procedure as specified on the instructional posters and wait at a 2-metre distance should the toilet be in use when they arrive.

Any student who has a toilet pass will be able to use this in the normal way, as long as they abide to the additional sanitation procedure during toilet use.

How can parents and carers support this?

Speak to your child and encourage them to use the toilet at the beginning of the day and during breaktimes.

What will practical subjects be like? DT/Science/PE/Music

Where possible we will seek to ensure that students experience as full a range of practical opportunities as possible at Poltair, with enhanced cleaning procedures.

The vast majority of students will have a facility for changing into their PE kit at school, where this is not a viable option, students will participate in appropriate PE activities in their school uniform. Students will change within the PE changing rooms, a one-way system will operate, whereby they enter from outside and exit from within the Sports Hall. Students will stay within their allocated bubble, will be supervised and procedures will be in place for students to clean

after use of the changing room. The PE department will share more information on the PE provision in the first two weeks.

If your child normally takes peripatetic Music lessons further information and guidance will be issued shortly in September

How can parents and carers support this?

Ensure that students are in possession of the appropriate PE kit ready to change into on their timetabled PE days.

Will children be able to loan equipment if they forget theirs?

We strongly recommend that all students ensure they attend school each day with full equipment including a pen, pencil, planner, ruler, eraser, calculator. Where possible they should use only their own equipment to reduce the risk of potential touch transmission. If students choose to bring in a mobile phone it should remain off and out of sight at all times in the school day.

In the exceptional circumstances where a student needs to be lent equipment, each classroom will be provided with a small surplus such as pens, pencils, erasers and rulers that may be loaned to students within a year bubble. This equipment once will be wiped down and sanitised.

How can parents and carers support this?

Provide their child with all the required equipment and check that their son/daughter brings this to school every day. Make sure that their son/daughter do not bring any additional items to school that may increase transmission risk.

9. Teaching and Learning (offsite)

What will happen to my child's learning if they cannot attend school for a reason related to Covid-19?

When a child cannot attend school but are well enough to learn at home they will engage with our remote learning program. This will be through a core offering of online lessons from The Oak Academy and other online platforms and supplemented by knowledge booster tutorials and live lesson content from Poltair teachers where possible.

All remote learning will be assigned on Classcharts and students will be able to see it distinguished from normal homework by the following format **RemoteClasswork/Subject/Group/Date/Link to lesson**

Students classwork will be uploaded to Classcharts where is will receive feedback via Classcharts in line with the feedback received by students who remain in face to face lessons.

How can parents and carers support this?

Ensure that all students have a quiet space where they are able to study at home and that should their child have to learn remotely they have checked Classcharts and communicated by email to teachers if their child is unclear what to do.

How will homework be set?

Homework will still be set via Classcharts but distinguished from any remote learning being set in the standard format of

Homework/Subject/Group/Date

Homework for Years 10 and 11 will be set from Monday 14th September, and for Years 7-9 from Monday 21st September.

KS4 Homework and Revision

Homework will be centred around the acquisition of knowledge. All students will be given a knowledge organiser for each unit of work that they will be expected to memorise. They will be quizzed on their ability to recall the knowledge. Subject areas may also set GCSE exam question practice to allow students to apply the knowledge they are gaining in a variety of contexts.

During the Autumn Term all Year 11 students will be provided with a revision timetable and booklet that is bespoke for their individual option choices. They will be expected to complete 50 hours of set revision activities designed to support students in memorising and recalling the knowledge set for homework, ahead of their mock exams in November.

All teachers will use the strategy Gather, Filter, Learn and Test when teaching students how to revise.

How can parents and carers support this?

Parents can support their child by frequently checking the Class Charts APP and monitoring that the homework set is being completed to a high quality. All students will benefit from an adult discussing their work, what they understand and helping them to memorise the required knowledge needed.

10. Assessment

Students are assessed:

- every lesson, through questioning and completion of specific tasks
- through the setting of homework activities
- every unit of work either online using platforms such as Moodle, or paper based exam style questions
- In formal exam conditions twice a year for KS3 and three times a year for KS4

Following a unit review students will receive formal written feedback and the opportunity to improve on their work in a designated DIRT (Dedicated Improvement and Reflection Time) lesson.

Following a formal assessment parents will receive a report on the progress their child is making in each subject, along with their attitude towards learning in each subject.

At least once a year there will be an opportunity to meet tutors and teachers in a Parents Evening. Year 7 have an additional "Meet the tutor" evening at the beginning of the school year, Year 9 have an additional evening designated to option choices and Year 10 and 11 have opportunities for parents to meet the teachers of subjects that are causing concern.

In September Year 7 students will sit online CAT4 tests, these are an assessment of verbal, non-verbal, quantitative and spatial reasoning – and it provides an objective perspective on potential student achievement. CAT4 will provide us with an indicator for national tests and examinations, and help us in ensuring lesson planning is effective.

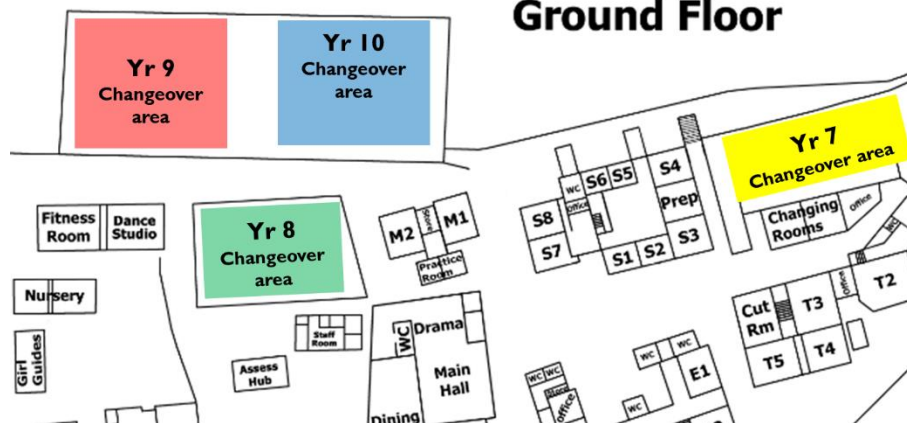
11. Movement around school site and lesson changeovers

Lesson Changeovers

Changeovers have been introduced to the timetable to ensure students do not mix with other year group bubbles.

Changeovers will happen twice a day- once after morning registration and the other after lesson 2. Changeover is when all students are escorted to their allocated areas so that the next teacher can collect their teaching group.

Ground Floor



Changeover areas-

- Year 11 do not have a changeover area. They are expected to make their way to the next lesson independently
- Yr 7- Sports hall
- Yr 8- Dance yard
- Yr 9- Top court west
- Yr 10- Top court east

Changeover times-

Year group	AM changeover time	Year group	PM changeover time
7 & 8	9.00am – 9.10am	7 & 8	12.00pm – 12.10pm
9 & 10	9.05am – 9.15am	9 & 10	12.05pm – 12.15pm
11	9.05am – straight to lesson	11	12.05 – straight to lesson

AM changeover-

- Year 7 – 10 tutors escort students to allocated changeover areas
- Tutors line their group up on their allocated tutor group line
- Tutors then leave to collect their subject class

PM changeover-

- Year 7 – 10 teachers escort students to allocated changeover areas
- Teachers line their class up in their allocated tutor group line
- Teachers then leave to collect their subject class

Collecting students from changeover

- Teacher arrives at relevant year group changeover area in preparation for lesson
- Teacher asks all students in their class to follow them to the classroom.
- Teacher follows the most direct route to the classroom following the 'Flow of the School Plan'

At all times students should be supervised by a member of staff. It is the responsibility of the member of staff to escort students around the school safely and calmly. Student must follow the instructions of the teacher move around the school in a sensibly and controlled fashion.

Movement around School site

- The intended flow of the school is indicated by red markers across the school
- Areas of the school have a one-way system (indoors- Red circle with white arrow. Outdoors- Red arrow)
- Areas of the school that are not appropriate to have a one way system will be divided by a solid line and a 'keep left' system will be in place
- It is the responsibility of students to follow to the 'flow' markers

A set of principles have been drawn up to ensure that all students move around the school safely

During movement and changeovers, students must ensure that...

1. they move around the school in single file
2. under the direction of the teacher, they follow the shortest route to their classroom considering the Flow Plan
3. if crossing another group, students stop and allow the other group to cross
4. when leaving a classroom, if another group is passing, the student must not leave the classroom

If student's behaviour is inappropriate the teacher will sanction student in accordance with the behaviour policy.

How can parents and carers support this?

- Have a read of the information above with your child. Ask them questions to check their understanding
- Ensure your child understands the importance of moving around school calmly, safely and under the instructions of the teachers. These measures have been put in place to reduce the risk to all students and staff within the school

12. Breaktimes

There will be two break times during the school day: Active break and hot break.

Timings of each break are staggered based on the year group. This ensures year groups remain in bubbles.

	Hot Break	Active Break	Hot Break	Active Break
7	09.55-10.25			12.50-13.10
8	11.00-11.25			13.40-2.00
9		10.15-10.35	12.55-13.20	
10		10.45-11.05	1.25-13.50	
11	10.30-10.55			13.15-13.35

Hot Break (canteen)

- Hot break is located in the canteen only. Students are not permitted to leave this area
- This is the only time that students will have access to the canteen and hot food
- Students can access the unisex toilets at the back of the main hall during this time

Active Break (Upper top courts)

- Active break is located on the upper top courts. Students are not permitted to leave this area
- The upper west court is for play. The upper east court is for socialising
- Only football is permitted on the upper west court. All other ball games are prohibited due to risk of COVID 19. Students must bring their own footballs into school, school will not loan footballs
- Student can eat on the upper east court. Students are encouraged to bring snacks, a suitable water bottle and a packed lunch

- If students need to access the toilet at this time, they must ask a member of staff on duty and only use the toilets at the bottom of the Smith building next to E8 outside of E8.

Wet break

- In the event of a wet break, the Active break will be cancelled and students will remain in the classroom.

Dismissing students to break

- At the start of a breaktime, teachers will escort students to the Hot break and Active break areas

Collecting students after the break

- At the end of break, teachers will collect students from the break area
- Teachers will escort students to the classroom

How can parents and carers support this?

- Make sure your child has money on their school gateway account if they are purchasing food from the canteen or have a packed lunch if they are not. Also give your child snacks that they can eat during their active break.
- Read through the information above with your child and question their understanding

13. Expectations for Attendance

First day for Year 7 and 11 students: Thursday 3rd September

First day for Year 8, 9 and 10 students: Monday 7th September

In accordance to Government guidance, **ALL** students are expected to return to their education setting in September 2020. The only circumstances in which coronavirus can be classed as a reason for absence is:

- Following statutory guidance from Public Health England (PHE) and/or the Department for Health and Social Care (including possible return to shielding if future lockdown scenario is in place)
- Student is self-isolating as they, or a member of their household has symptoms or confirmed coronavirus and this information has been shared with school
- Student is required by legislation to self-isolate as part of a period of quarantine

If, for whatever reason, your child is unable to come to school on any day, please dial the main school number of 01726 874520 and select Option 1 to leave us a message, clearly detailing your name, your child's name (and your relationship to the child), alongside the reason and potential timescale for absence. Please be aware, one of the Pastoral Team may contact you to discuss this further during the course of the day.

Poltair School will only authorise student absence where we have reasonable evidence that there is a medical reason or for any other exceptional circumstances. Please share any medical evidence you have so that we can support your child's welfare and education and possibly authorise their absence.

Please contact the school to discuss any concerns you may have regarding this or if you feel you would like advice or support in helping your child attend more regularly. Poltair School is committed to maximising the education of all its students and aims to work with parents to ensure this can be achieved.

How can parents and carers support this?

- Encourage your child to attend school regularly and discuss any concerns they may have in doing so with you. Open and honest discussions will help to problem solve.
- Let your child's tutor know of any possible problems or concerns as soon as possible to allow us to help support you in maintaining good attendance and maximising the opportunities they can have at Poltair.

14. Student behaviour

Student behaviour is expected to be excellent. To ensure this is the case and teacher behaviour expectations are consistent we have introduced 'STAR Behaviours' and 'Daily Routine.' Posters will be displayed across the school and in classrooms. It is intended that these become common language amongst staff and students to promote excellent behaviour at all times.

 S.T.A.R Behaviours	 Daily Routine
 S Sit/Stand up straight	 Arrive quietly & on time 
 T Track the teacher	 Wear your uniform correctly 
 A Ask and be prepared to Answer questions	 Coats off and bags on the floor 
 R Respect everyone	 Equipment on desks 
<i>Believe & Achieve</i>	 Be silent for the register  <i>Believe & Achieve</i>

Teachers must insist on these standards at all times to ensure the safety of all students. Students who fail to meet these standards should be managed in accordance with the behaviour policy.

Poltair School – Behaviour Policy

Poltair School Behaviour Policy provides a clear system of consequences for staff to apply when students do not manage to reach the high standards expected both inside and outside the classroom. This document should be used in conjunction with the Poltair School Rewards Policy.

Vision:

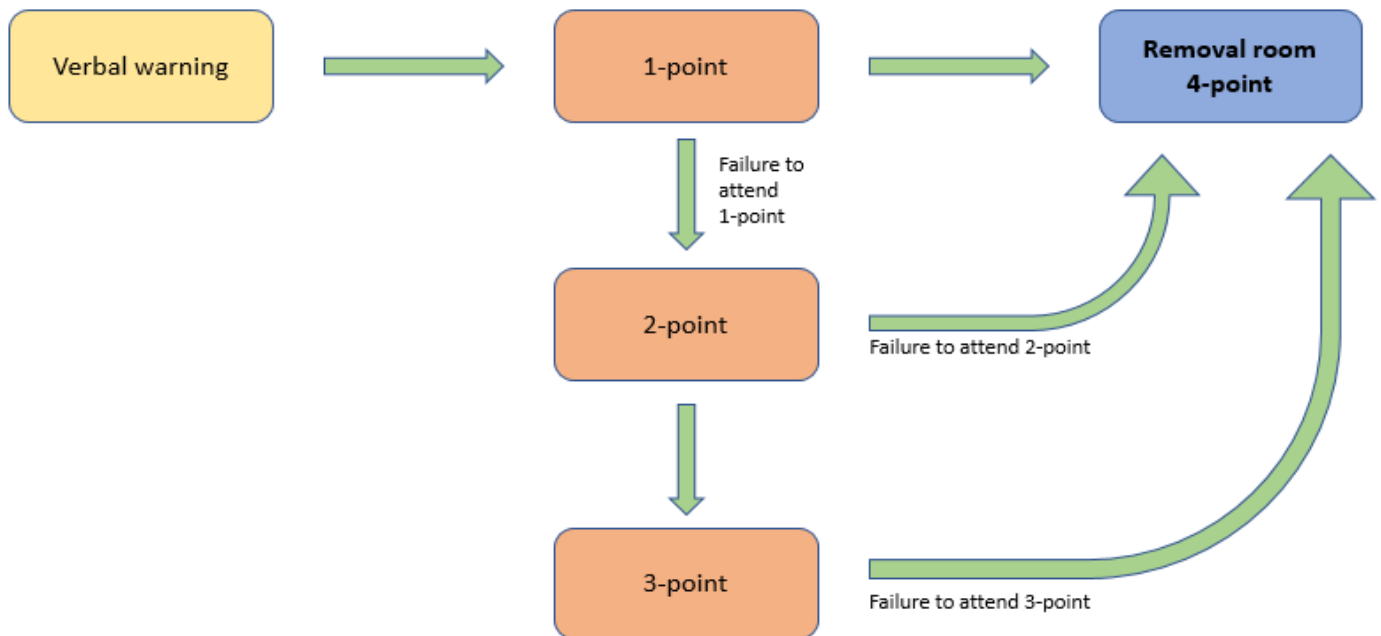
Providing a safe, calm and orderly environment where all students are ready to learn and no individual impacts on the learning of others.

Aim:

- To create an environment conducive to learning
- To ensure behaviour is managed consistently and fairly
- To provide a framework of 'actions equals consequences'
- To enable behaviour to be monitored and tracked by staff, students and parents

Consequence structure and information

Verbal Warning	Student does not meet the expected learning standard	
1-point	10-minute detention held with the subject teacher <i>(1 point logged on ClassCharts)</i>	<ul style="list-style-type: none"> ▪ Inappropriate behaviour in class e.g. language, off task, shouting out, chewing, inappropriate use of ICT, answering back ▪ PE kit 1st offence ▪ Minor classwork concerns ▪ Minor homework concerns
2-point	10-minute centralised lunchtime detention <i>(2 points logged on ClassCharts)</i>	<ul style="list-style-type: none"> ▪ Late to tutor time and/or lesson (punctuality) ▪ Non- attendance at 1-point consequence ▪ Confiscation of mobile phone or device 1st offence ▪ Failure to have report signed/see teacher ▪ Other
3-point	70-minute (3.05 – 4.15pm) centralised afterschool detentions <i>(3 points logged on ClassCharts)</i>	<ul style="list-style-type: none"> ▪ Insufficient improvements over a period of time- Classwork ▪ Insufficient improvements over a period of time- Homework ▪ PE kit 2nd offence ▪ Confiscation of mobile phone or device 2nd offence ▪ Other
4-point	Student to spend 24 hours (<i>one full school day</i>) in the Removal Room. When a student is in the removal room, they will have access to food and drink. Parents/carers will receive prior notice if students are required to attend afterschool detentions.	Persistent disruptive behaviour Refusal to follow reasonable requests Persistent lateness Truancing- Left lesson/school site without permission Swearing, aggressive behaviour or intimidation directed towards staff Swearing, aggressive or intimidation directed towards student Anti-social behaviour and unsafe behaviour Failure to comply with school uniform policy Failure to attend 2-point (lunchtime detention) Failure to attend 3-point (afterschool detention) PE kit 3 rd offence Confiscation of mobile phone or device 3 rd offence Other



ClassCharts- This is the platform in which all behaviours are recorded at Poltair School. An APP is downloadable on all smart phones for parents/carers and students, or you can access the website at www.classcharts.com. We highly recommend you routinely monitor to identify rewards issued, homework set and any concerns raised by staff. Log in details are sent out annually, if you do not already have log in details, please contact your child's tutor.

3-Point detentions- This sanction will be recorded on ClassCharts and students will be expected to attend on the next available day (Tuesday/ Wednesday/ Thursday.) Parents/carers will receive a notification from ClassCharts (if account has been activated) and a text message will be sent the day before the detention.

Removal Room (4-point)- This sanction will be recorded on ClassCharts. Parents/carers will receive a notification from ClassCharts (if account has been activated) and a text message. The member of staff issuing the sanction will contact parents/carers within 24 hours. During this time, the member of staff will make every effort to have a restorative conversation with the student.

Exclusions- For serious and repeated unacceptable behaviour, fixed term and permanent exclusions may be considered. Exclusions will be issued at the discretion of the Headteacher

Student uniform- It is expected that students, at all times, adhere to the school uniform policy (*see Uniform policy document.*) Failure to adhere to the policy will result in a student being sent to the Removal Room. A student will remain in the Removal Room until the uniform issue is rectified.

SEND- For students with identified Special Education Needs, appropriate reasonable adjustments are made in accordance with the Equality Act 2010 and SEND code of practice.

Behaviour out of school-

Poltair School aims to develop all students to enable them to become responsible citizens and will sanction appropriately for misbehaviour out of school or in cyberspace when a student is:

- Taking part in any school-organised or school-related activity
- Travelling to or from school
- Wearing school uniform
- In some other way identifiable as a student at the school, including online.

Poltair School will use the full range of consequences and sanctions, including exclusion, where a student's misbehaviour at any time, irrespective if the conditions above apply:

- have repercussions for the orderly running of the school
- poses a threat to another student or member of the public
- could adversely affect the reputation of the school.

Tracking and report cards-

Tutors are given a fortnightly report detailing the number of behaviour points and merits and the reasons issued or awarded. Tutors will talk through any issues with students and discuss what is going wrong and how to improve. Where a tutor is concerned about a pattern of behaviour, parents/carers may be telephoned by the tutor and/or the Head of Year.

Heads of Year and Curriculum Team Leaders will monitor the number of points issued and work collectively with parents/carers to improve the behaviour of students in their year group or subject.

Student reports are based on a behaviour points. This intervention is used if there is a pattern of poor behaviour. However, a report card may also be issued as a result of a serious incident or if requested by a parent/carer. The report card is centred on a student's attitude to learning. Students are given clear targets for their behaviour and teachers are asked to sign the report card at the end of each lesson. Parents/carers are also asked to monitor the report card. The purpose is to monitor a student's performance in the school over a period of time (usually two weeks) and when the student's behaviour improves, the report will be withdrawn

Tutor report - Green.	30 Behaviour points	Call home (tutor) Report 2 weeks duration minimum
HOY report - Orange.	60 Behaviour points.	Meeting with parents (HOY) One day in removal room Report 2 weeks duration minimum
SLT report - Red	90 Behaviour points.	Meeting with parents (SLT) Two days in removal room Report 2 weeks duration minimum

** Thresholds are subject to change on a termly basis*

Use of reasonable force-

On rare occasions, it may be required that a member of staff must physically intervene or use reasonable force. This will be used as a last resort and in accordance with the Use of Reasonable Force Act 2013.

This policy is based on advice from the Department for Education

Behaviour Policy- COVID 19 considerations

In addition to the new Behaviour Policy, there is a supplement that addresses any specific COVID 19 related students' behaviours. Behaviour should be logged on ClassChart under the most appropriate heading with a short write up in the comments box describing displayed behaviours.

BEFORE SENDING A STUDENT TO THE REMOVAL ROOM FOR COVID 19 RELATED BEHAVIOUR, PLEASE MAKE A JUDGEMENT ON IF THE ACTIONS WERE INTENDED, DELIBERATE, DEFIANT AND/OR DANGEROUS.

Behaviour Policy amendment in response to Covid-19

(3rd September – 18th December)

Based on Department for Education guidance regarding the reopening of schools in September 2020, there are some additions to the current behaviour Policy.

Please see our Behaviour Policy for full explanations of expectations and sanctions.

In addition to the current policy, the following points are expected to be adhered to by all students.

If students display any of the behaviours below it will be deemed as a Red Card behaviour. Students will be immediately sent to the Removal Room and behaviour points will be issued on ClassCharts. Behaviour points will be monitored daily. An accumulation of behaviour points will result in tutor, Head of Year and SLT intervention.

- Deliberately not following social distancing guidance in school
- Accessing out of bounds areas, including those areas of school that will be temporarily prohibited
- Spitting
- Deliberately coughing in the direction of other students and staff
- Any inappropriate and insensitive comments or behaviours linked to the Covid-19 pandemic
- Not following any rules regarding hygiene practice, sharing of equipment and social interactions in school
- Not following designated routes around the school

Parents will be notified of any breach of the above points. A parental meeting may be requested by the Head of Year or a member of the Senior Leadership Team.

Student behaviour should be excellent when on school site. All other behaviours, such as disruption to learning will be sanctioned in accordance with the school policy. ***The only minor alteration to the policy is the 2-point sanctions (lunch time detention.) Due to the current climate and forced changes to the timings of the school day, 2-point sanctions will be replaced with a phone call to parents.*** Students will still be issued with 2 behaviour points.

How can parents and carers support this?

- Make sure that yourself and your child is familiar with our expectations and the behaviour policy.
- If we do sanction a child, this is not a decision we take lightly and is as a result of them not meeting the school's expectations. If this does occur, we expect that a parent is understanding of our decision and is supportive.

15. Rewards

To ensure that students are rewarded for excellent achievements, a new rewards policy has been introduced. This can be seen below.

Poltair School – Rewards Policy

Behaviour Management - Rewards

Poltair School has many exemplary students that deserve recognition and praise. We believe in celebrating success and this Rewards Policy has been designed to reward students who demonstrate excellence, independence and resilience.

Vision:

Create a motivational environment that fosters a positive learning culture based on praise and reward, leading to consistently high standards.

Aim:

- To create an environment conducive to learning
- To motivate and encourage all students to be the best they can be
- To reward and celebrate success
- To promote excellent behaviour in and out of the classroom

Rewards structure and information-

Merits- Merits are the currency that are used to reward students. Students can receive merits for positive actions within lessons, attending extracurricular activities, having exceptional attendance and demonstrating excellent behaviour and outstanding contributions to the school community.

ClassCharts- This is the platform in which all merits are recorded at Poltair School. An APP is downloadable on all smart phones for parents/carers and students, alternately you can access the website at www.classcharts.com. We highly recommend this is routinely monitored. Log in details are sent out annually, if you do not already have log in details, please contact your child's tutor.

Lessons- Teachers	Merits are issued every lesson. Teachers are permitted to issue a maximum of five per lesson. No student can receive more than one merit per lesson.	Lesson- Outstanding work Lesson- Excellent effort and attitude Lesson- Resilience
Extra-curricular activities- Teachers and support staff	One merit is issued for attending each extra-curricular activity. No student can receive more than one merit per extra-curricular activity.	E-curricular – Sport E-curricular- Academic E-curricular- Leadership
Behaviour and attendance- Tutors	Tutors track attendance and behaviour fortnightly. One merit is issued per student for 100% attendance and one merit for zero behaviour points for the fortnightly period.	Tutor- 100% attendance fortnight Tutor- zero behaviour points fortnight
Star Student- Head of Year	Two merits to be issued for Star Student. Fortnightly, Heads of Year select one student that has been the star student from their year group.	Head of Year- Star Student fortnight

Top merit achievers Each term, top 30 merit achievers in each year group are invited on the reward trip.

Head of Year choice- Heads of Year will select five additional students from each year group to attend the reward trip that have gone above and beyond, exceeded expectations and/or have achieved excellence.

Merit badge- Each term the top 30 merit achieving students will be awarded a merit badge. There is the opportunity for students to earn a bronze, silver, and gold badge each year. For each term that a student is recognised as a top merit achiever, they will be awarded with the next coloured badge

Reward trip- At the end of each term, a reward trip will be held for the 30 top merit achievers in each year group. The Head of Year will also select a further five students who have gone above and beyond and exceeded expectations. The school will subsidise the trip for each student.

Clean slate- As with the Behaviour Policy, each term represents a 'clean slate.' All merits are reset to zero at the start of each term, giving all students the opportunity attend the rewards trip the following term.

Tracking-

Tutors are given a fortnightly report detailing the number of merits achieved. Tutors will talk through student successes and achievements. Heads of Year routinely monitor merits and generate a report at the end of each term in preparation for Celebration Assemblies.

End of Term Assemblies and Awards-

Assemblies- Celebration Assemblies are hosted at the end of each term. During the Celebration Assembly awards are issued to students that have demonstrated excellence throughout the term.

Awards- A variety of awards are issued during the Celebration Assembly. Awards aim to recognise individual and group achievement, academic progress, and pastoral accomplishment.

Attendance and Behaviour awards-

Tutor group achievement

In each year group, the tutor group with the best attendance and lowest behaviour points are invited to attend a complementary rewards breakfast.

Student achievement

Students with 100% attendance and zero behaviour points are awarded merits fortnightly

The top 30 students in each year group are invited to the termly rewards trip

All students with 100% attendance during the term are entered into a raffle to receive vouchers

All students with zero behaviour points during the term are entered into a raffle to receive vouchers

Academic and pastoral awards- Subject and pastoral badges are awarded termly for outstanding progress, exceptional performance, independence, and resilience. Badges are limited and hold the upmost accolade. These are only awarded to exceptional students that have gone above and beyond on a consistent basis.

Subject award	Individual subject badges are awarded each term. Subject leaders select one student per year group who has demonstrated outstanding progress and/or exceptional performance. One badge awarded per department, per year group. Award winners receive a subject badge.
Tutor award	Tutors select one student, per tutor group, per term who have consistently gone above and beyond and/ or have demonstrated excellent progress and development. Award winners receive a tutor badge.
Head of Year award	Heads of Year select one student, per year group, per term that demonstrated continual excellence and significant improvement. Award winners receive a Head of Year awards badge.
Leadership award	Badges are issued to those students who have demonstrated significant leadership skills. These badges are awarded to students that have significantly contributed to leadership activities within the school or within the local community.

‘Always’ students-

‘Always’ students are defined as students with 100% attendance and zero behaviour points. Maintaining 100% attendance and zero behaviour points throughout a full academic year is no easy feat. ‘Always’ students have resilience, spirit, determination, motivation, and fortitude. Students who achieve this status deserve to be recognised and rewarded. At the end of each academic year, ‘Always’ students will be rewarded with an external reward trip. The choice of the reward trip will be decided by the Heads of Year.

How can parents and carers support this?

- [Download the ClassCharts app, log in and follow your child’s progress](#)
- [Always promote excellent and outstanding behaviour from your child at all times](#)

16. Uniform

There have been minor alterations to the uniform policy to ensure that standards continue to rise. These can be seen below in the new policy.

Poltair School – Uniform Policy

Poltair School believes first impressions count. Ensuring students attend school smartly dressed and in school uniform is the foundation for high standards in other aspects of school life, including a positive work ethic and conduct in and around school.

Vision:

Promote equality, unity, a sense of pride and self-worth through ensuring all students adhere to the School Uniform Policy.

Aim:

- To create an environment conducive to learning
- To promote a high sense of pride and prepares students for the world of work
- To promote student focus and concentration
- To consistently maintain the highest of expectations

Uniform guide and information-

Blazer-Mandatory



The school blazer is a mandatory item of School Uniform, to be worn at all times unless permission has been given by a member of staff.

[This item is only available from Cornwall Screenprint]

V Neck jumper-Optional



A navy V-Neck is optional and can be worn under the blazer but not instead of the blazer.

[This item is only available from Cornwall Screenprint]

Tie-Mandatory



Our ties have four different coloured stripes which represent the house teams. These are clip on ties and will need a formal white shirt/blouse that must have a top button that can be fastened.

[This item is only available from Cornwall Screenprint]

Shirt/Blouse-Mandatory



This is a standard item of uniform, available from any clothing shop or supermarket (including Cornwall Screenprint).

The Shirt/Blouse must have a top button that can be fastened to secure the tie.

The school shirt/blouse must be tucked in at all times.

Trousers/Pleated Skirt



Students must wear plain black tailored trousers made of standard material that sit at the waist and shoe line. These must be of a style that is complementary of a blazer. Skirts must be pleated and sit no higher than a credit cards width above the knee. These style of trousers and skirts are available from many clothing shops or supermarket (including Cornwall Screenprint).

We WILL NOT accept -

- Any type of jean, chino, leggings, tight/skinny trousers or tracksuit style trousers. We reserve the right to make a judgement.
- Trousers that do not reach the shoe line and displays the ankle.

Suitable shoes-



School shoes should be plain black and made from leather or leather like material that is polishable in a formal style. It is important that shoes are complementary of a blazer and formal trousers. This style of shoe is available from many clothing shops or supermarkets.

- We **WILL NOT** accept any type of coloured laces, high heels, canvas, coloured trim, suede material, trainers with logos or boots. Please be sure they are suitable before purchasing and check with us first if you are unsure.
- As of January 2021, all footwear must be leather or leather-like and be a polishable shoe. No logos, regardless of colour should be visible. All black trainers will no longer be allowed for example Vans, Air Force 1s or similar trainers.

PE Kit: Multi Sports Shirt



Students must wear the multi-sports shirt for all PE lessons and sports clubs. Students also have the option of purchasing Poltair long black PE socks and/or the Poltair branded black mid-layer.

[These items are only available from Cornwall Screenprint]

Student must also wear plain black shorts or plain black sports leggings/ tracksuit bottoms. If students do not wish to purchase Poltair socks, long black sports socks should be worn instead. No other jackets can be worn for PE lesson.

Socks

- All students must wear socks
- Socks must be plain black with no logos
- socks must be above ankle height and ensure no skin is showing below the hem of the trousers

Jewellery

- Permitted-**
- One pair of ear studs, no more than 5mm in width. Silver or gold only.
 - Watches are permitted but we advise against Smart watches.
- Not permitted-**
- All other jewellery including rings, necklaces, bracelets
 - No other piercings of any kind

Make up, nails, hair

- We do not encourage students to wear make-up. If make-up is worn, it must be subtle and discreet
 - Hair must be of natural colour and a formal style
- Not permitted-**
- Contouring and Eye liner
 - Nail varnish of any kind or nail extensions

Equipment

- Daily, students should have the following equipment-
- Pencil case, pen, pencil, ruler, rubber, pencil sharpener
 - A bag large enough to carry an A4 folder
 - Scientific calculator
 - Drinks bottle

Advice

- We advise all students to have an appropriate outdoor coat to bring to school during cold and/or wet weather.
- We advise you check the website photos of shoes and check with a member of the senior team if unsure about the type of shoes allowed.
- A hoodie does not constitute as an outdoor coat and will potentially be confiscated as not permitted.
- Coats should not be worn inside buildings.

Any student that does not meet the uniform and equipment standards will be sanctioned in accordance with the Behaviour Policy (see Behaviour Policy.)

The school reserves the right to confiscate items that do not conform this school policy (in accordance with DFE guidance - Search, screening on confiscation 2018)

How can parents and carers support this?

- Make sure you are clear and familiar with the uniform policy. If you have any questions, contact your child's Head of Year
- Support the school in checking that your child has the correct items of uniform on before leaving the house in the morning
- Ensure that your child has a waterproof coat to prepare for inclement weather and being outside.

17. Face coverings

Guidance issued on 26th August 2020 on the wearing of face covering in schools.

The (World Health Organisation) published a statement that children over 12 should wear face coverings under the same conditions as adults, in particular where they cannot guarantee 1meter social distancing. The government is not recommending face coverings in education settings.

At Poltair we have balanced the need to keep all staff and students safe with the educational needs of all our students, and our expectation are clear:

- All staff and students must have their own face coverings with them on the school site at all times (unless exemption applies)
- Face coverings should where possible be reusable to minimise unnecessary waste.
- Face coverings should be used safely in accordance to guidance (below)and be stored in protective sealable plastic bags whilst not in use
- Staff and students will be required to wear face coverings when in corridors or communal spaces such as toilets, staff room and the canteen
- Staff and students will not be required to wear face coverings when in classrooms, offices, or outside
- However, staff and students can choose to wear face coverings at any other time they choose, providing this is conducted in a respectful and sensible manner

Guidance on safe use of Face Coverings

Face Covering safety cover your nose and mouth, and securely fit around the side of your face. Face covering are not classified as PPE. The purpose of face coverings are largely to protect others from the spread of infection. A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead

- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

How can parents and carers support this?

Please provide your child with a suitable face covering/shield that is appropriate for school use. Please also discuss with them how to correctly put on, remove and store safely.

18. Poltair+ and Intervention

There will be no enrichment activities available to students for at least the first two weeks of the academic year – both during the school day and afterschool. This will include all sporting activities, Poltair + activities and planned interventions. We will review this at the end of the first two weeks and will then prioritise Year 11 Maths, English and Science intervention, in the first instance.

19. Tutor Sessions and Assemblies

Tutor Sessions

A structured tutor programme will support students in their return to school. Sessions will be organised to support a calm start to the day and will include a focus on standards as well as key messages and information. There will be an increased emphasis on reading both nonfiction and fiction titles within these sessions. Studies demonstrate that reading for pleasure can make a huge difference both in terms of educational performance as well as maintaining positive well-being. Evidence suggests that reading every day will increase vocabulary, increase general knowledge and broaden understanding of other cultures.

Assemblies

Your child's Head of Year will run assemblies weekly. This will all be done virtually to ensure we meet the government social distancing guidance.

20. Student Support and Safeguarding

The Safeguarding Team will be as follows from September 2020:

- Designated Safeguarding Lead- Miss Owens
- Deputy Safeguarding Lead- Mrs Ghiblawi
- Safeguarding Team- Mr Robins
- Safeguarding Team- Mrs Bertrand

Our Safeguarding and Child Protection Policy 2020 will be in operation from 1st September 2020 will be able to be found on our school website.

If you have any concerns in regards to safeguarding, please contact any of the above-named team.

Student Services Centre (SSC) Support

During the lockdown period, there is an indication that young people and their mental health has been a real struggle for some. As a result of this, it is likely we will see students finding it difficult to re-adjust to being in school and will need some additional support. However, this needs to be done in a focused manner to allow it to be successful.

Tutor time/Personal Development lessons

- All students across each year group will have input that focused on developing positive mental health. This will be in tutor times, assemblies and Year 9 will have a 6 lesson unit on Mental Health across the year within their PE lessons.
- Within the Reading programme, there may be opportunities to engage students in discussion about issues surrounding mental health. Further information will be released alongside relevant texts.

Referrals to Pastoral Team

- Individual students may identify themselves that they require support, or, a member of staff may think a student would benefit from additional support. They will then refer them to the Year Team via the tutor.

Internal/External Intervention

- Individual students may have meetings/a programme of activities to complete during the school day to support their pastoral development. This will be arranged through the Pastoral Team.

Students should not 'self-refer' to SSC during lesson times. It is vital that they do not visit SSC if they suggest there is an issue. Following referrals or incidents, the Pastoral Team will collect students to engage in interventions. This is to reduce movement around school to keep our community safe.

How can parents and carers support this?

- Discuss the ways of accessing support available to your child and make explicitly clear 'self-referral' to SSC during the day is not an option for any student.

21. First Aid

How will the administering of First Aid operate from September?

The First Aid room has now moved and is based in the Student Support Centre. Access is on the outside of the building, or through the back entrance to Student Support.

Mrs Pedrick, Mrs Parsons and our Pastoral Team will continue to offer emergency First Aid where needed during the school day. This will be done in PPE where necessary and appropriate to minimise risk to both staff and students.

Any surfaces and touchpoints used during the administering of treatment will be wiped and sanitised after use.

Students requiring support in the administering of medicines during the day, should have a letter from their parent that indicates the frequency of need as well as identifying permission for Poltair School First Aiders to support in the holding of medicines in a locked cabinet for the period of time required. If the student is required to take medications at specific times, this must also be outlined on the letter- the First Aid team will then communicate this to all staff.

What happens if my child displays symptoms?

If a child or adult in the school displays any of the following symptoms:

- a new and persistent cough or a high temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia)

If they are at home:

- they should not attend the setting

If they are in school:

- the parent/carer will be requested to come and collect the student without delay. The student will then be isolated from others in a well-ventilated space until collection.

The student or adult should then self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Tests can be booked online here <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or by dialling NHS 119 if there is no access to the internet. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Following the results of the test, School must be informed whether positive or negative for coronavirus by parents.

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (loss of taste/smell) can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

What happens if there is a COVID-19 suspected case at school?

If a student or adult in the school community tests positive, school will contact the local health protection team/NHS Test and Trace. This will engage a risk assessment which will inform the school community as to which of its members, if any, are required to enter into isolation. Only those who have been in *direct close contact* are likely to be asked to self-isolate. Close contact is defined as:

- Face to face contact, within 1m for any length of time
- Extended close contact (within 1-2m) for more than 15minutes
- Travelling in a car with an individual

Anyone identified through the process undertaken by the local health protection team or NHS Test and Trace will be contacted by staff from the school and guidance issued as to next steps. Household members of those sent home on the guidance of NHS Test and Trace are NOT required to self-isolate *unless* that young person or adult begins to display symptoms. If this is the case, then the young person or adult needs to be tested and the guidelines above should be used to support your next actions.

How can parents and carers support this?

- Discuss that our first aid support should only be used in an emergency- any close 1-1 contact puts both students and staff at greater risk at this time.
- Ensure any medications your child is taking follows the guidelines identified above
- Have open and honest conversations about the 'what if's' of COVID in terms of the process to be followed so students are clear on actions that may be taken and how they can keep themselves and others safe.

22. Catering Arrangements

Our catering provider at Poltair School is Chartwells (Contact Group). They serve a wide range of tasty and nutritious meals and snacks for students. In order to support the school plan for autumn they will provide a flexible “grab and go” service which allows students to pick from a variety of options including sandwiches/rolls/hot wraps/pasta/tasty snack items and other creative meal options. Fruit, salad, cakes and drinks are also available.

Chartwells will operate a “cashless” account system. All student canteen accounts must be credited in advance via the School Gateway app to allow students to pay for meals. There is no option to use cash on the day. School Gateway is the parent portal (smartphone app and website) which you can access to make online payments to top up your child’s meal balance for use in the school canteen, as well as paying for certain school trips/events. You can use School Gateway to make online payments with a debit or credit card any time 24-7, via smartphone app or website. You can also view school meal balances and top them up. It makes paying for school meals easier and more flexible for parents. You can also limit the amount of money your child spends each day with School Gateway.

Activating your School Gateway account is quick and easy to do.

All you need are your email address and mobile telephone number that school holds on record for you. This information is provided when you complete your child’s school Admission form. New Year 7 accounts can be set up from 1st September 2020.

Download the app:

If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message. Alternatively **Visit the website:** www.schoolgateway.com and click on ‘New User’. You’ll receive a text message with a PIN number. Use this PIN to log in to School Gateway.

The set-up process is simple and will take no more than a couple of minutes. When you install the app please say yes to “Allow Push Notifications” when prompted. When you launch School Gateway for the first time and select ‘New User’ you will need to enter the email address and mobile telephone number you have registered with the school.

Trouble logging in? Do we have your current email and mobile phone number on record? If you have made recent changes to these then perhaps we have not been advised. Still a problem, please contact the school on 01726 874520 or email secretary@poltair.cornwall.sch.uk and we’ll update the details on our system or try to resolve the logging in problem.

How can parents and carers support this?

- Please use the instructions above to ensure that you are able to add money to your child’s account if you wish to use the in school catering

23. Student Premium Support and Free School Meal access

Poltair School will be linking up with the National Breakfast Programme to support the provision of breakfast items for students entitled to Student Premium funding. This will include a range of core healthy food breakfast items, delivered to The School in weekly or fortnightly deliveries. The offering will consist of: premium quality bagels and a range of different types of healthy cereal and porridge. Further details on this offer will be released in September.

Free School Meals

On return in September Poltair will offer Free School Meals to those who are eligible. If your circumstances have changed, and you believe your child is now entitled to Free school Meals you can apply on the Cornwall Council website:

A child is eligible for Free School Meals if their parent/carer (or the child themselves in their own right) receives any of the following benefits:

- Income Support (IS)
- Job Seekers' Allowance (Income-Based) and equal based Job Seekers Allowance
- Income Related Employment and Support Allowance (ESA-IR) and equal based Employment and Support Allowance
- Child Tax Credit (CTC) with an annual income of less than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guarantee Element of Pension Credit (GPC)
- Immigration and Asylum Act 1999 (IAA) Support
- Universal Credit - Your household income must be less than £7,400 a year (after tax and not including any benefits you get) as assessed by earnings from up to three of your most recent assessment periods

If you are claiming the benefits listed below you are NOT eligible for free school meals, regardless of what other benefits/credits are being claimed

- Working Tax Credit
- Contribution-Based Job Seeker's Allowance and/or Contribution-Based Employment and Support Allowance

However, you will be temporarily eligible to claim free school meals if you receive a Working Tax Credit run-on, which is the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit.

How can parents and carers support this?

- If you think you may be eligible, please use the guidance provided above to complete an application

24. ClassCharts

Poltair School uses ClassCharts, the online platform which enables you to monitor your child's achievements, behaviour and homework from your mobile phone, tablet or computer. Each new student receives a login allowing them access to access their homework. As a parent you will receive a personal access code to allow you to set up a ClassCharts account through which you can view details of any homework set, as well as achievements and sanctions issued to your child. For Year 7 students these logins will be issued in the first week of school and parent access codes and guide will be delivered to parents the week following.

How can parents and carers support this?

- Download the ClassCharts APP to make sure you have as much information about how your child is doing at school and check in with it regularly