



Voyage  
Learning  
Campus

# Return to School Handbook

September 2020

**STAY ALERT , CONTROL THE VIRUS , SAVE LIVES**

# Welcome from the Principal

Dear Parents/Carers,

I do hope that you have all managed a restful summer and enjoyed the sunshine when it has appeared.

At the start of the last academic year when I took up the position of Principal, I knew that the year ahead would be a challenge, however, I could not have foreseen the situation we found ourselves in March. I am incredibly proud of the work of all staff during the period of school closure, and know from your feedback, how much you have valued their hard work and support. With school set to re-open in September, we are all looking forward to a more 'normal' school year and welcoming students back.

I know that after such a long break many parents and children will be anxious about coming back to school and I hope that the information in this booklet will help you to see how the school has put into place a detailed Risk Assessment to ensure all appropriate safety measures are adopted.

It will be fantastic to have students back. Overall, I think our young people have shown great resilience and adjusted very well to a new way of living.

We are committed to following the government guidance closely to create a safe environment for our children, families and staff. If you are unsure about any of the information please do email us ([closure@voyagelearningcampus.org.uk](mailto:closure@voyagelearningcampus.org.uk)); we will reply to any correspondence before the children return to school.

Telephone lines will reopen on 2 September and phone numbers are:

Oldmixon – 01934 425522

Milton – 01934 413725

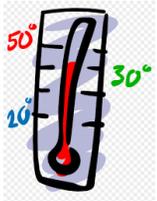
Thank you for your continued support.





**If your child, or someone in your household, shows any of the symptoms of Coronavirus they MUST NOT come into school.**

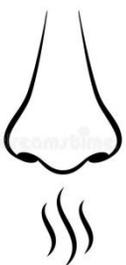
**The symptoms are:**



A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)



A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)



A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



Students will need to:



Use hand sanitiser when entering the building.



As they change activity or lessons, they will be expected to wash their hands



Sit at their allocated desk, which will allow for 2 metres social distancing from other students.



Wipe down their desk (or computer/tablet) after use, using either normal household wipes or spray



Socially distance as they enter and move around the building



## How will 'bubbles' work at the VLC?

Bubbles are designed to minimise student and staff contact within a school/. Due to the small number of students in our school, we can operate each 'phase' as a bubble.

- Primary – Y7: Phase 1 bubble
- Y8 – Y11: Phase 2 bubble
- Medical tuition: Phase 3 bubble.

This means that students will work only with staff in those bubbles. They will not mix with other students from different phases.

At our Milton site, Phase 1 and Phase 3 students will remain in their dedicated areas and have different entrances. The only shared space will be the teaching kitchen and they will be timetabled to use this at different times to each other.

## How will the classrooms be organised?

The classrooms are set up to ensure that as much as possible, the children will maintain social distancing within their bubble.

- Where possible, adults will support the children by maintaining social distance.
- Classroom furniture will be laid out so that students sit at forward facing desks; in Phase 1 students will continue to work in groups for a lot of their day but this will be supported by keeping space between them.
- Classrooms will be well ventilated.
- Students will be provided with their own pencil case and equipment
- Classroom-based resources such as books and equipment can be used and shared within a group. These will be cleaned regularly.



## **Will PPE be used in school?**

Face coverings may be used by some staff in school if they are more vulnerable to Covid 19.

Students aged 11 or over must wear face coverings if using transport to School. These face coverings must be removed in school and placed in a bag. Government guidance does not recommend that students wear PPE , such as face coverings, in school

For more serious First Aid, PPE will be worn by a first aider. For minor issues (e.g. nose bleed or small cut), students will be encouraged to help themselves initially.

## **What will happen at break and lunchtimes?**

All students will be expected to sanitise or wash their hands before and after breaks and lunchtimes.

At our Milton site, Phase 1 and Phase 3 bubbles will have different break and lunchtimes to ensure that they can be kept apart. There is outdoor space for them to use. Only Phase 1 students will be able to use the outdoor play equipment.

At our Oldmixon site, we have worked to improve the outdoor facilities to encourage students to spend time outside. Students will not be allowed offsite to congregate at the gate. The sofas have been removed from the rec room and new tables/chairs provided. There is also a range of play/game equipment for students to use in the rec room.



## How will students move around the school?

In accordance with the government guidance “where children can be kept in small groups 2 metres away from each other, they should do so.” However, it is also recognised that “brief, transitory contact, such as passing in a corridor, is low risk.”

Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.

Some areas of the school will be marked with the appropriate signage reminding students of the importance of social distancing.

Where possible, classes will use external doors.

## What work will students do when they return to school?

We recognise that many students have missed a significant period of school and will need time to readjust.

Our initial focus will be to establish new routines and to revisit our ways of working in the VLC, including how to behave around the school.

We will look to support students’ mental health and wellbeing through specific PSHE lessons, our approaches to teaching and learning and time with tutors or key staff. Regular contact will be key and we encourage parents/carers to contact us with any concerns or issues.

We aim to teach our normal curriculum as quickly as possible, using a variety of assessment opportunities to support students. This will be particularly important for those students starting back in Y11 who will sit exams during this academic year.

# ATTENDANCE MATTERS

- School attendance will be compulsory in autumn and the usual rules on attendance will apply. This includes our responsibility to record attendance and follow up on absence.
- We know that for some students, they will be worried about coming back to school and we will work with you to support them.
- If your child has any symptoms of the virus, even if these are mild, they **must stay at home**. This absence will be authorised.
  - They should get a test and self isolate until the result is confirmed
  - Everyone else living at home should self-isolate as well
- If anyone else at home has any symptoms, your child **must stay at home** and self isolate. This absence will be authorised.
- If you are on holiday and required to quarantine on return, please continue to do so until the time period is up before sending your child to school.
- If a young person has symptoms, or confirms they have symptoms on arrival at school, we will make contact and ask you to collect them. They will not be able to use home to school transport.
- If the school is required to close, or there is another lockdown, learning will be provided for students to complete at home. This will be a mixture of online and paper based resources. It will be important for them to do this work so that they do not lose out on any more learning time than necessary.