


Home Academy Agreement during COVID-19 October 2020

Key Themes	Mildenhall College Academy will:	As a Student I will:	As a Parent/Carer - I/We will:
Drop Off/Pick Up	Open up the side gates by MFL for Year 10/11 students and have designated bubble areas on the Dome car park to segregate year groups when entering/leaving the site. On opening the site have designated, segregated bubble areas to allow students to wait outside before making their way to lessons. Stagger the end of the day so students depart one year group at a time.	Enter and exit the site through the correct gate. Not arrive on site before 8.45am. When in the academy make my way straight to my allocated area or classroom. Wear my face mask when travelling on school or public transport and store it in a plastic bag during the day.	Ensure I bring and collect my child on time. Ensure only one adult brings and collects my child. Arrange a safe place off site to collect my child. Ensure my child wears a face mask when travelling on school or public transport and that they have a sealable plastic bag to store it in during the day.
Break & Lunch times	Stagger break/lunch times to reduce the number of year groups out at one time. Create safe spaces for each group to be in away from other 'bubble' groups.	Stay in my designated space. Observe social distancing with peers in other year groups. Ensure that I put any litter in a bin. Conduct myself appropriately, moving around the academy in a quiet, calm and considerate manner. <u>Only use designated entry/exit points for my year group.</u>	Remind my child of the need to stay in their designated areas and observe social distancing with peers in other year groups. Reinforce the academy expectations for safe and considerate conduct at all times.
Main Reception	Be available by phone or email to answer queries: reception@mca.attrust.org.uk for general enquiries and Help@mca.attrust.org.uk for enquiries about remote learning and log on/passwords.	Follow the instructions given about visiting reception. Only visit reception if asked to or if I have a pre-agreed arrangement.	Contact the office by phone or email in the first instance. Not enter the building if we are unwell. If there is an emergency observe social distancing in the academy. Understand that social distancing will be observed at all times.
Cleanliness	Ensure that soap and hand sanitiser is readily available and that regular use is insisted upon. Make sure that environments are kept clean and are cleaned daily and between use. Ensure staff clean their work areas. As a last resort provide students with any equipment that they need so that they do not share.	Not bring anything into the academy that is not necessary. Wash my hands/use sanitiser regularly. Sneeze and cough into a tissue and put the tissue in to the bin. Eat my meals in the allocated area. Keep a safe space between myself and my friends. Use my own equipment and look after it.	Make sure my child washes their hands before leaving the house. Make sure that no personal belongings are brought into the academy. Ensure my child has their own equipment. Ensure my child wears their academy PE kit on the days that they have practical PE timetabled.
Social distancing and safe behaviours	Insist on maintaining distance as much as we are able, and maintain high levels of hygiene for all members of the academy community and the environment. Have clear signage and markings around the academy so instructions are clear for all. Induct students fully into the new routines. Have clear routines for critical incident procedures and train students in these. Provide students with a tutorial on how to wear a mask safely.	Be respectful to people at all times. Keep my friends safe by not hugging them or touching them. Walk home alone or only travel with the adult collecting me. Follow social distancing if walking home with peers from other year groups. Follow all signs and instructions put in place in the academy. Follow the critical incident procedures.	Talk to my child about the need for high levels of hygiene. This includes not hugging, holding hands, sharing their drinks/food etc as well as washing hands thoroughly when asked to and when they wish to. Ensure my child follows social distancing when not in the academy which includes coming to and from the academy. Provide my child with a face covering every day and somewhere appropriate to store it when not being worn.
Illness and symptoms	Inform parents/carers of the group of students should one of them display symptoms and advise they follow the current government guidelines. This includes any adult displaying symptoms. Call parents/carers to collect individual students if they are ill in any other way. Keep any child displaying symptoms safely away from others in a designated room and care for them with the member of staff using PPE.	Tell an adult straight away if I feel unwell in any way. Not come into the academy if I have any symptoms.	Keep my child at home if they are ill. Follow the Government guidelines if they display COVID symptoms. Currently the guidance is to immediately arrange for a test and isolate for 10 days unless the returned test is negative. If one of my children has symptoms keep any other children who attend the academy at home. Call the academy to let them know that my child will not be in and why as soon as possible. Make sure the academy has at least 3 contact numbers of someone who can be contacted throughout the day.

Signed	Mildenhall College Academy Principal	Student	Parent/Carer/s
			
Name Printed	N. Hood		