

TQEA Home Academy Agreement addendum during Covid-19 partial opening - June 2020

Key Themes	The Queen Elizabeth Academy will:	As a Pupil I will:	As a Parent/Carer - I/We will:
Drop off and pick up times	Stagger the start and end times to reduce the number of people on site. Ensure different entry and exit times for Year 10 to key worker children on site already. Meet students on arrival at the TQEA gates on Witherley Road. Mark the floor to show where to wait safely, by social bubble group. Provide a one-way system onto the main site and to the classroom.	Follow the instructions of staff and wait at markings before entering/leaving. Arrive at the academy for my designated time slot. Follow the one-way system in the academy.	Ensure that my child arrives at academy at the allocated time and entrance gate to support staggered entry times. Ensure that I discuss with my child the importance of waiting at designated spaces/markers and of observing social distancing. Follow the one-way system in and out of academy. Not leave our cars and form groups with other parents.
Break & Lunch times	Break times to be taken in the classroom unless in the Key Worker group where they are monitored and socially distanced. Social distancing to be observed at all times. No lunch breaks.	Stay in my designated seat. Use the toilets/sinks marked for use by my bubble and maintain distance. Tell a teacher if I need to use the bathroom in lesson time. Use hand sanitiser on entry to the classroom.	Remind my child of the need to maintain social distance at all times and to use facilities as labelled/directed.
Adults	Minimise the staff numbers interacting with any social bubble in a room. Have staff to senior leaders to supervise breaks.	Listen to the adult/s who work with my group. Follow instructions at break.	Support the adults in the academy with their expectations by discussing these with my child.
Contacting staff	Communicate any issues via phone/email to TQEA on rota or use the on-call senior staff in the adjacent room.	Ensure I tell adults of any issues during the day.	Call or email academy with any concerns that I may have using the numbers/emails provided. Be polite and courteous to staff at all times understanding that staff are working at all times to minimise risks.
Reception area	Be available by phone and/or email to answer queries.		Contact the office by phone or email. If there is an emergency observe social distancing in the academy foyer. Understand that unplanned meetings cannot take place in the Academy.
Cleanliness	Ensure that we have soap and hand sanitiser readily available and that regular handwashing is insisted upon. Provide equipment to pupils who do not have all the equipment that they need in a personalised pack so that they do not need to share. Make sure that environments are kept clean during the day and deep cleaned at the end of each day. Provide bins with closed lids and tissues on each table.	Wash my hands when I am told to. Sneeze and cough into a tissue and put the tissue in to the bin straight away. Eat snacks at break sitting in my place. Keep my work/equipment on my desk to one side. Maintain social distance between me and my friends. Avoid touching surfaces, for example, by leaning. Look after any equipment that is provided for me.	Make sure that my children are kept clean with a daily change of clean clothing. Make sure my child washes their hands before leaving the house.
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 floor markings/signage at 2m regular intervals in corridors and stairs. Have a one-way system for entering and leaving the building.	Be respectful to people all of the time. Keep my friends safe by not hugging them or touching them. Walk home alone/cycle or with my adult collecting me or maintain distance on public transport as far as possible. If using public transport wear face covering.	Talk to my child about the need for high levels of hygiene. This includes not hugging, holding hands, sharing their drinks/food, spitting etc. as well as washing hands thoroughly when asked to and when they wish to. Ensure that my child follows the rules for social distancing and safe behaviours in the academy. Ensure my child follows social distancing when not in the academy which includes coming to and from academy.
Well being	Provide care and nurture for your child as we always have done.	Follow the new rules in academy to keep everybody safe.	Support us as we endeavour to get the children back to academy.
Social bubbles	Ensure the groups are no bigger than 10 in a classroom unless in the key worker group who are moved to a larger room to accommodate numbers larger than 10 whilst staying true to the 2m distancing rules. Ensure all children have access to the remote home learning and other activities.	Stay with my social bubble and listen to the adult leading my learning.	Phone/contact the academy if my child, expected in the academy, is unable to attend that day.
Illness and symptoms	Inform the parents of the group of children should one of them display symptoms and advise on self-isolation for 14 days and testing. This includes the adult displaying symptoms. Call parents to collect individual children 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 using PPE.	Tell an adult straight away if I feel unwell in any way.	Keep my child off at home if they display symptoms or if they are ill. Call 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 2 contact numbers and someone can be contacted throughout the day.



Home Academy Agreement – Working Together to Achieve More #TransformingLives

Key Themes	Academy Transformation Trust will:	The Queen Elizabeth Academy will:	As a Pupil I will:	As a Parent/Carer - I/We will:
Aspiration and Pride	<ul style="list-style-type: none"> ▪ Set, promote and deliver an ambitious vision ▪ Celebrate and promote the achievements of pupils and the academies ▪ Support and challenge academies to be the very best they can be for our pupils 	<ul style="list-style-type: none"> ▪ Be ambitious for every individual in the academy fostering interests and passions ▪ Provide opportunities for pupils to broaden their horizons ▪ Create a community we can all be proud of 	<ul style="list-style-type: none"> ▪ Work hard, try my best and be prepared ▪ Take pride in my efforts, wear my uniform correctly and be proud of my academy ▪ Consider my future options and work towards achieving them 	<ul style="list-style-type: none"> ▪ Make sure my child wears the correct uniform and has all necessary resources ▪ Encourage thinking about the future ▪ Be proud to be part of the academy ▪ Reward effort
Behaviour and Sanctions	<ul style="list-style-type: none"> ▪ Communicate key expectations to academies regarding the management of pupil behaviour ▪ Support and challenge academies with developing and implementing their policies 	<ul style="list-style-type: none"> ▪ Promote positive behaviours ▪ Set out clearly rules, rewards and sanctions in a policy and ensure they are communicated and promoted widely and often ▪ Apply the policy fairly and equitably 	<ul style="list-style-type: none"> ▪ Have excellent attendance ▪ Read and uphold the academy rules ▪ Promote positive behaviour, be a role model to others in the academy and off site ▪ Accept what happens if rules are broken 	<ul style="list-style-type: none"> ▪ Read and respect the academy rules ▪ Work with staff to ensure rules are upheld and not repeatedly broken ▪ Ensure positive behaviour messages and full attendance are promoted at home
Communication and Events	<ul style="list-style-type: none"> ▪ Develop, maintain and update a Trust web page and other key documentation ▪ Use Twitter to enable staff to engage and initiate education debate and research ▪ Plan and run a pupil awards annually 	<ul style="list-style-type: none"> ▪ Ensure all documentation is available electronically and if required in paper form ▪ Give sufficient notice of events and update the website calendar to reflect this ▪ Plan and run a wide range of events annually 	<ul style="list-style-type: none"> ▪ Share key academy information with home ▪ Regularly visit the academy web site and check the academy calendar ▪ Attend relevant academy events and support them fully 	<ul style="list-style-type: none"> ▪ Read and where required act on academy communications promptly ▪ Ensure my child is aware of key dates across the academy year and is prepared for them ▪ Support academy events
If things go wrong	<ul style="list-style-type: none"> ▪ Ensure all academies have and promote our complaints procedure making sure it is clearly accessible ▪ Support and challenge academy leaders where required to lead to a positive resolution 	<ul style="list-style-type: none"> ▪ Actively listen and ask questions ▪ Direct parents to further help and/or the complaints procedure ▪ Make changes if they are deemed required ▪ Contact you after to check for resolution 	<ul style="list-style-type: none"> ▪ Share any worries I may have with my parents and/or academy staff ▪ Support all decisions made by the academy and my parents/carers ▪ Speak up again if things are still not right 	<ul style="list-style-type: none"> ▪ Initially contact academy teaching staff ▪ Not use social media to air my views ▪ Escalate my concerns through the complaints procedure ▪ Work with staff to resolve the issue
Learning Environment	<ul style="list-style-type: none"> ▪ Ensure all academies have a top drawer site supervisor and regional premises manager, are well maintained, fully compliant with legislation and updated in response to need ▪ Expect high quality learning environments 	<ul style="list-style-type: none"> ▪ Maintain and improve the academy campus and develop a safe, happy, respectful and learning focussed community for all ▪ Have top quality displays that promote and celebrate learning, culture and endeavour 	<ul style="list-style-type: none"> ▪ Help keep my academy clean and tidy and use academy resources appropriately ▪ Work hard and allow others to work hard ▪ Be proud to have my work displayed and take an interest in the work of others 	<ul style="list-style-type: none"> ▪ Pass on any concerns and positive comments about the academy premises to academy staff ▪ Remind my child to respect the academy environment and check they do ▪ Observe the displays when in the academy
Teaching, Learning and Curriculum	<ul style="list-style-type: none"> ▪ Regularly monitor the work of academies through the model of challenge, support and intervention ▪ Promote and share existing best practice from within and beyond the Trust 	<ul style="list-style-type: none"> ▪ Insist on teaching of the highest quality ▪ Design and implement a diverse, challenging and relevant curriculum ▪ Ensure all pupils have access to a range of broader experiences and opportunities 	<ul style="list-style-type: none"> ▪ Listen carefully and pay attention ▪ Be positive, open minded, ask questions and for help if I need it ▪ Be determined to do my best ▪ Reflect on feedback and learn from mistakes 	<ul style="list-style-type: none"> ▪ Take an active interest in what my child is learning and support where I can ▪ Expect my child to complete homework ▪ Attend open events, parent/staff consultations and read relevant documents
Safeguarding	<ul style="list-style-type: none"> ▪ Make safeguarding the top priority ▪ Monitor the quality of safeguarding practices across all academies providing swift and effective support and challenge where necessary 	<ul style="list-style-type: none"> ▪ Make safeguarding the top priority ▪ Ensure checks, training, systems and procedures are compliant and reflect best proactive practice ▪ Support pupils and families in partnership 	<ul style="list-style-type: none"> ▪ Make safeguarding a priority ▪ Talk to staff if anything is worrying me ▪ Keep an eye on my friends and classmates and talk to staff if I think something may be worrying or wrong with them 	<ul style="list-style-type: none"> ▪ Make safeguarding a priority ▪ Be vigilant and alert the academy to any concerns ▪ Fully support staff with all safeguarding work, training and procedures

Signed	Academy Transformation Trust	(Academy) Principal	Pupil	Parent/Carer/s