



Academy re-opening plan

June 2020

Introduction

From June 15th, we want to build in an opportunity for students to spend time with their subject teachers revisiting key concepts from their year 10 curriculum and supporting with any gaps in their knowledge. We feel that our model allows us to do this whilst following government guidelines. At the heart of our plan, is the priority to look after the safety and welfare of our staff.

Phase 1: 8th June

Any member of staff who has been shielding needs to arrange a risk assessment meeting with myself (Mr Gummery) during this week. If you feel you are a member of staff who fall into one of the following categories, you must arrange a meeting either face to face or via Microsoft Teams. (Please contact Amy to arrange this meeting)

Categories:

- Clinically extremely vulnerable
- Clinically vulnerable
- Living with someone clinically extremely vulnerable
- Living with someone clinically vulnerable
- Childcare issues
- Concerns for own welfare

Year 10 Pastoral staff will start the process by calling all students and arranging a Microsoft Teams meeting during this week. This will be a welfare call and will give us an opportunity to talk the students through the plan, so that they are aware of the rules and routines that they **must adhere** to during the following weeks of the academic year.

Staff actions:

- Teachers to attend on the rota for the vulnerable/key worker group as normal.
- Any staff that falls into the categories indicated above will need to discuss their case on individual basis with the principal.
- Year 10 tutor need to be available this week for the meetings with students.
- Pastoral team to contact year 10 students to book a timeslot.

Phase 2: 15th June – 10th July

Dependent on new information, we will start the final phase of the re-opening which will be contact time with the subject specialists.

We can have 25% of our cohort back on any given day, so we have decided to split the cohort into four distinct hubs. Each group will get one day a week face to face provision, alongside continued home learning.

Students will be met by senior staff and directed to the student hand washing station on arrival into the academy.

Students will be in for both the morning and afternoon session.

Morning: 10:00am – 12:00am

Lunchtime: Students will be asked to social distance and use the outside space to have their lunch. (Indoor plan may be used) Students will be asked to provide their own packed lunch with grab bags being made available for students on free school meals.

Afternoon: 12:30pm – 2:30pm

Student will only be allowed in their classroom with their teacher. Toilets will only be used before the session, at lunchtime and before they leave.

Year 10 re-opening model

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15th June	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Maths 1	English lit 4	Science 3	Ethics 2a Maths 2b	English Lang 1
Afternoon	Option A1	Option B4	Option C3	Ethics 2b Maths 2a	Science 1

22nd June	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Maths 2	English lit 1	Science 4	Ethics 3a Maths 3b	English lang 2
Afternoon	Option A2	Option B1	Option C4	Ethics 3b Maths 3a	Science 2

29th June					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Maths 3	English lit 2	Science 1	Ethics 4a Maths 4b	English lang 3
Afternoon	Option A3	Option B2	Option C1	Ethics 4b Maths 4a	Science 3

6th July					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Maths 4	English lit 3	Science 2	Ethics 1a Year 6 Induction?	English lang 4 Year 6 Induction?
Afternoon	Option A4	Option B3	Option C2	Ethics 1b Year 6 Induction?	Science 4 Year 6 Induction?

13th July

	Monday	Tuesday	Wednesday		
Morning	Year 6 Induction?	Year 6 Induction?	Year 6 Induction?		
Afternoon	Year 6 Induction?	Year 6 Induction?	Year 6 Induction?		

Option A	Option B	Option C	Option D
Art / Textiles Product Design History Triple Science I-Media German Geography	Business Music Drama History Food PE German	German RE Geography Child development PE Triple Science Food Dance	Ethics I-Media

Student Guidance

Communication

- Timetables will be shared with students through show my homework
- Students will be told of the strict rules that need to be followed such as social distances during the form tutor conversations.
- Temporary evacuation plan will be communicated to students during period 1 of week 1 (15th June)

Staff Guidelines

Communication

- All staff will be given a de-brief at the start of their working day, so that they fully understand the guidelines and risk assessments.

Lesson Expectations - Year 10 Lessons in School

The focus of these lessons should be:

1. Develop positive relationships with your students.
 2. Recapping and reviewing home learning that has already been delivered to reduce curriculum gaps.
- No practical lessons to be completed. All lesson should be theory based.

*please be mindful of the volume of work given to students.

Home learning

Home learning will continue for all years, but expectations of the amount of work set will be reduced by 50%.

There will be no more home learning for our current year 11 students.

Principles for staff

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and access a test as soon as possible <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

3. Use the 'catch it, bin it, kill it' approach.

4. Avoid touching your mouth, nose and eyes.

5. Clean frequently touched surfaces and resources often using standard products that will be provided. Cleaners are in place to routinely clean common areas throughout the day (e.g. toilets and corridors, classrooms will be cleaned at the end of each day).

6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).

7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.

8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.

9. Prevent your class from sharing equipment and resources (like stationery).

10. Keep your classroom door and windows open if possible, for air flow.

11. Limit the number of children from your class using the toilet at any one time.

12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

13. Make sure you have read the school's updated risk assessment, behaviour policy and know what role in it you're being asked to take.

If in doubt please ask your Principal for advice.

This guidance will be reviewed and updated regularly

Implementing Protective Measures to Minimise the Risk of Infection When School Reopens

Although we will strive to maintain social distancing the government and school recognise that it is difficult to guarantee that students will remain 2m apart from each other and staff. We have carried out this risk assessment before opening and addressed risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. We cannot, however, guarantee that your child will not pick up an infection.

There will be no after school provision and breakfast provision available.

Children in receipt of free school meals and universal free school meals will receive the meal at school in the form of a grab bag. Existing free school meal vouchers for year groups that are attending school will stop from 1st June 2020.

Communication

Theme	Control Measures (What precautions are in place)	Additional Actions
Before school (Home)	<ul style="list-style-type: none"> Up to date guidance to be sent to families on protection from Covid 19 Parents to receive a protocol for their child to follow, stating that child will socially distance at all times during commute to and from school and that should they not comply with this, they risk not being able to attend school sessions Children to wear suitable casual clothes and footwear (e.g. trainers) for outdoor learning. No Jewellery or watches No school uniform to be worn or sandals. Parents to supply their child with antibacterial sanitiser (If possible) All pupils to follow our code of conduct 	<ul style="list-style-type: none"> Documents sent out by 10th June 2020 Parent protocol to be written by SLT. Parents to sign conditions for return form

Social Distancing - Minimise risk of parents/adults and pupils coming into close contact with each other

Theme	Control Measures (What precautions are in place)	Additional Actions
Arriving / Departing School Premises	<ul style="list-style-type: none"> Students to walk to school if possible 	<ul style="list-style-type: none"> No parents or unauthorised adults to enter the building at any time. Parents to telephone with any queries or email us.

	<ul style="list-style-type: none"> • Students to walk to school individually (Where safe). Should this not be possible keep a 2m distance <p><i>8:50am – Key worker/vulnerable will enter through the student entrance.</i></p> <p><i>9:45am – Students will be lined up in the outdoor space. 2 metres apart.</i></p> <p>10:00am – AM session starts</p> <p>12:00pm – Member of staff walks their group down to the toilet area and outside space.</p> <p>Lunch:</p> <p>12:00pm – 12:25pm (Lunch will be eaten in the outside space, unless it is raining then lunch will be eaten in the classroom that they have been in)</p> <p>12:25pm – Students to be assembled on the court area ready to be collected and walked to the lesson by their teacher.</p> <p>Afternoon session start time:</p> <p>12:30pm – PM session starts</p> <p>Afternoon session leave time:</p> <p>2:30pm (Member of staff to walk their group off site)</p> <p><i>2:50pm – Key worker / Vulnerable students leave via main entrance</i></p>	<ul style="list-style-type: none"> • Students to be punctual and arrive on time. • Parents and pupils to observe social distancing guidelines when dropping off and collecting their children. • SLT to be situated on the main gate and on the courts. • Register to be taken by the attendance team as students enter the academy. • Signage to indicate 2m spacings on the courts.
<p>Daily Organisation</p>	<p>Year 10</p> <ul style="list-style-type: none"> • <i>Students will remain with the member of staff for the duration of the session.</i> • <i>Toilets will only be used in an emergency.</i> 	<ul style="list-style-type: none"> • Cleaning provisions in each classroom. • Resources to be cleaned between use • First Aid equipment in each classroom.

	<ul style="list-style-type: none"> • <i>All internal doors will remain propped open wherever possible to minimise the requirement to touch handles and doors and aid ventilation.</i> • <i>The use of the main school corridors will be kept to a minimum; a one-way system will be implemented with tape on the floor to split it into 2 halves.</i> <p>Key Worker/Vulnerable Children</p> <ul style="list-style-type: none"> • Some additional restrictions will be introduced to limit current movement around school. 	<ul style="list-style-type: none"> • PPE in each classroom for any care that requires close contact or administering of First Aid. • External doors and windows to be kept open where possible to increase ventilation.
Lunchtimes	<ul style="list-style-type: none"> • Grab bags will be made available for students on FSM. • Year 10 will eat their own packed lunches. • SLT will manage the area at lunchtime. 	<ul style="list-style-type: none"> • Grab bags to be provided. • Minimum of 3 SLT on duty for entire lunch period
Classroom Organisation	<p>Year 10</p> <ul style="list-style-type: none"> • All children will have a designated desk and chair which will be spaced in accordance to government guidelines of 2m distance. • Classrooms will be reorganised into individual desks. • Hand sanitizer will be available in each classroom. • There will be a supply of tissues in each classroom. Children will be encouraged to follow the 'catch it, bin it, kill it' approach. 	<ul style="list-style-type: none"> • Catch it, bin it, kill it posters displayed • Staff are welcome to bring in personal supplies of antibacterial steriliser and wipes if they choose as an addition to cleaning programme completed by dedicated cleaning team.
Cleaning	<ul style="list-style-type: none"> • Use of toilets will only be in an emergency or at the start and end of lunchtime. • Taps and door in toilets will be cleaned throughout the day. • Toilets will receive a full cleaning part-way through the day. 	

	<ul style="list-style-type: none"> • Door handles will be cleaned regularly during the day • All classrooms/areas used will be cleaned thoroughly each evening <p>Clothing:</p> <p>Hygiene: All staff should use hand sanitiser on arrival and before departure from school and wash hands thoroughly for 20 seconds with running water and soap before and after lessons.</p>	
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Theme	Control Measures (What precautions are in place)	Additional Actions	
Clothing	<ul style="list-style-type: none"> • Children to wear suitable casual clothes and footwear. No school uniform to be worn. • Staff to wear smart work clothes – adjustment for male staff - no ties to be worn. Clothing must be washed after each day of wear in work - e.g. Male staff cannot wear suit trousers every day that cannot be washed at home each night etc. 		
Code of Conduct	<ul style="list-style-type: none"> • All pupils to follow our code of conduct (<i>updated behaviour policy</i>) 		
Hygiene	<ul style="list-style-type: none"> • Children will wash their hands as they enter the academy, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. • Children will wash their hands when they enter building. 	Anti-bacterial hand wash	
Bathroom Facilities	<ul style="list-style-type: none"> • Only one child will be allowed into toilets at any time. • Children must wash their hands 	Supervised by adult	
Illness	<ul style="list-style-type: none"> • If a child has any symptoms of being unwell, they MUST stay at home. 	Parents to ensure they are always contactable.	

	<ul style="list-style-type: none"> If child becomes ill whilst they are in school, they will be isolated in the hub with adult, wearing appropriate PPE, until a parent arrives to collect them. 		
PPE	Personal Protective Equipment will be provided to staff following and Personal Risk Assessment. PPE available includes Face visor, face mask, disposable gloves, disposable aprons		

What happens if someone becomes unwell at school?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved to the meeting room in the reception area where they can be isolated behind a closed door, with appropriate adult supervision. A window will be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they will use the downstairs toilet facility. This will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Appropriate PPE will be worn by staff caring for the child while they await collection.

The meeting room in the reception area will be thoroughly cleaned with normal household disinfectant after the child with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group within their school should be sent home and advised to self-isolate for 14 days.

Approval:

Principal:

Name: Richard Gummery

Signature:

Date:

Trust Approval

Name:.....

Position:.....

Signature:..... Date:.....