



In partnership to
Educate, Nurture & Empower

ABBHEY GRANGE CHURCH OF ENGLAND ACADEMY

REOPENING PLAN

Responding to COVID-19

3rd June 2020

Guidance

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>



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Introduction

- On 10th May, the Government announced the wider opening of schools across England, including their ambition for Year 10 and 12 students to return to school for some face-to-face teaching to supplement their remote learning.
- The return of Year 10 and 12 will of course be dependent on the constant review of the status of the COVID-19 pandemic by HM Government, but in readiness for this, and with staff and student welfare at the forefront of our thinking, the safe welcoming of our Year 10 and 12 students back into our academies has been the focus of our planning.
- We fully understand the anxieties that arise from this first phase of reopening, for our students, parents/carers and staff. But please rest assured that key leaders from the Trust and all three academies have been working hard to ensure that our plans put the health, safety and wellbeing of our students, staff and our community at the centre of any decision made.
- Every decision is underpinned strictly by Government and DfE guidance and we continue to ensure that we adhere to these government guidelines. Our plans carefully consider the needs of the most vulnerable staff and students. We have planned to deliver lessons on a small scale, to minimise risk.
- We would not support this plan if we did not feel confident that this is in the best interests of our students and our community, whilst minimising risk to everyone involved.

Government expectations from 15 June

- From 15 June, secondary schools are able to offer face-to-face support for a quarter of the year 10 and 12 cohort at any one time. Alongside this the government is asking secondary schools to:
- continue providing full-time provision for vulnerable pupils in all year groups (including year 10 and year 12)
- continue providing full-time provision for children of critical workers in all year groups (including year 10 and year 12).
- provide some face-to-face support to supplement the remote education of year 10 and year 12 pupils, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality
- continue to use best endeavours to support all other pupils remaining at home, making use of the available remote education support and ensuring a high quality offer

In short, these plans mean:

- No student or member of staff who is clinically vulnerable will be required to attend for the remainder of the 2019-20 academic year.
- **Smaller class sizes will be introduced in order to adhere to social distancing measures and government 25% of year group guidance.** A very small number of Year 10 and Year 12 students will attend the academy as identified in a tailored timetable in order to facilitate this. In a typical classroom, there will be no more than 11 students.
- **Students will be with a small group of students' every time they attend.** In order to enable option subjects, groups will vary depending on subject options.
- **Students will be based in their own designated room.** Each room will be cleaned after use each day.
- **Classrooms and learning environments will be re-organised.** This is to maintain space between seats and desks, as well as designating specific classrooms/areas to specific groups of students.
- **Strict processes and protocols will be in place.** This will include handwashing regimes and rules regarding the use of resources and equipment.
- **Staggered break times will be established.** This will minimise contact between groups of students within the academy.
- **Re-timetabling of the day** to limit movement around the building at the same time, including changes to the start and end to each day.

Capacity and organisation of teaching spaces for Year 10 and Year 12

- In order to minimise the number of students in the building at any given time, Year 10 and 12 have been subdivided into a maximum of six groups.
- The length of each day will be from 9.30 to 13.30 for Year 10 and 12 (except for initial sessions w/b 15th June).
- For Year 10, students have been placed into groups based on whether they take History or Geography and considering social groups in Science lessons.
- Each group has then been separated into small teaching sets allowing for class sizes of 11 students, with some classes allowing for 15 students due to larger room size.
- Year 10 students will attend for one day each week for core subjects (Monday, Tuesday or Wednesday) as per the learning schedule on page 8/9. They will also attend on a Thursday or Friday session, depending on their option subject choices.
- For Year 12, students have been placed into groups according to their subject options and class sizes are mostly the same as year 10.
- Students will be clearly informed individually of the sessions they are invited to attend.
- Strict social distancing measures will be implemented in each classroom:
 - All desks will be positioned 2 metres apart
 - One student only will be sat at each desk
- Grouping, zoning and rooming information is outlined in the table below.

Student cohort	Max no of students	Teaching groups	Learning space	Social distance min.
Vulnerable Students and children of key workers Humanities toilets only: Only 1 person at a time	11 per group with some groups being able to be 15 due to larger class sizes.	Group 1 Group 2 Group 3 Group 4 Group 5/6 if needed	2 3 4 5 6/7	2m at all times Break out space: Main hall and courtyard
Year 10 Use of Hibret Main entrance Hibret toilets only: Only 1 person at a time	11 per group with some groups being able to be 15 due to larger class sizes.	Group 1 Group 2 Group 3 Group 4 Group 5/6 if needed	70 71 72 73 74/75/76	2m at all times Break our space: Hibret Foyer and tennis court, accessed using external exit only.
Year 12 Use of academy main entrance Maths toilets only: Only 1 person at a time	11 per group with some groups being able to be 15 due to larger class sizes.	Group 1 Group 2 Group 3 Group 4 Group 5/6 if needed	37 38 39 40 41/42/43/44	2m at all times Break out space: Main playground

In some cases there will be larger teaching groups due to the student numbers for option choice subjects. These groups will be in larger teaching spaces where the same social distancing measures can be applied.

Arrival to and departure from the academy

Year 10:

- Groups will be asked to social distance line up in the allocated RED group markings outside the Hibret building, considering 2 metre social distancing. They will be taken by the teacher to their allocated classroom. This will be supervised by senior staff.

Year 12:

Groups will be asked to line up in the allocated YELLOW group markings on the main playground, considering 2 metre social distancing. They will be taken by the teacher to their allocated classroom. This will be supervised by senior staff.

- Upon entering the academy, students will be directed to use the hand sanitiser station located at the entrance.
- At the end of the day, students will be asked to use the hand sanitiser before leaving the academy site.
- To reduce crowding on leaving, all sets will be dismissed at 3 minute intervals, managed by the pastoral team to ensure groups do not mix.
- Students will be expected to leave the academy site immediately and maintain social distancing.
- **Parents/carers must not enter the academy site unless a student has an urgent medical need or other vulnerability, or to attend a pre-arranged meeting.**

Movement around the academy

- All non-essential movement around the academy will be avoided.
- The only classrooms in use by students are located in the year group identified zone identified in the table above.
- Movement around the academy is limited and each year group will have their own set of toilets to use.
- Students are timetabled in one classroom for the entire day, with teachers moving between the classrooms within one zone.
- In addition to designated classrooms, the following spaces will be accessible:
 - ✓ **Galeena Room/SEND Hub:** Nurture / SEND and Pastoral Provision
 - ✓ **Meeting Room 2 (facing pastoral office):** for students who become symptomatic during the day
 - ✓ **Room for improvement:** for students demonstrating defiant, dangerous or otherwise unacceptable behaviour.
 - ✓ All other areas of the academy will not be accessible.
 - ✓ Social distancing and class size of these breakout spaces will be closely monitored by the Assistant Principal for Behaviour and another room will be opened if numbers increase.
- When leaving the classroom to go to break, students are to be escorted by their class teacher at the end of the lesson.
- Students will be asked to use the hand sanitisers inside their classrooms when leaving classrooms for break.
- A one-way system will be in place around the academy.

- There will be no movement around the academy during lesson time.
- Students with toilet/medical passes are permitted to use the designated toilets.
- Only two students will be allowed in the toilets at once.
- To support/supervise safe movement/social distancing around the academy, a member of the pastoral team will be deployed to each zone to patrol the corridors.
- The use of the lift should be avoided. Where required, the occupancy of the lift will be reduced to 1 person where it is safe to do so.

Year 10 Learning Plan

- Students' curriculum offer will include a combination of core subjects (English, Maths and Science, plus History or Geography to supplement their distance learning.
- Students will participate in a total of 2 subjects Monday, Tuesday and Wednesday, with Thursday and Friday being allocated to their option subjects. These will be in 4 hour blocks.
- The well-being session will be delivered to all students. These sessions will be centrally resourced for consistency and to best monitor support required for each student.
- Breaks will be taken safely in designated areas.
- Students will be issued with the required equipment which will remain in the designated classroom.
- **Students have been placed into sets** based on whether they take **History or Geography**.
- Each group has then been **separated into small teaching sets**, aiming for a class size of 11 students.
- **In some cases there will be larger teaching groups due to the student numbers for option choice subjects. These groups will be in larger teaching spaces where the same social distancing measures can be applied.**
- **All students will be sat in a seating plan** which will be centrally prescribed and provided to the teacher.
- **Each group will be allocated a zone of the academy.**
- Students will be allocated a specific classroom and will stay in the same classroom for all lessons and whenever they attend the academy.
- The teacher delivering the session will move to the designated classroom as shown on the timetable.
- Grouping, zoning and rooming information is outlined in the table below.
- Breaks will be taken safely in designated areas.
- Students will be issued with the required equipment which will remain in the designated classroom.

Year 10 groupings and zoning:

w/c Monday 15th June

	Monday	Tuesday	Wednesday	Thursday	Friday
Remote learning	Curriculum planning by staff and remote learning sessions will continue as per the revised plan, with some lessons being filmed.				
Well being and student support	Wellbeing survey with students and support lessons.				
Location	Hibret entrance: Queue in allocated markings prior to entry of building. Hibret toilets: 1 only at a time Tennis courts break out space Hibret outside foyer courtyard for wet weather space				
Line up protocol Fire drill information	Students to line up on RED markings in allocated 2 metre spacing as per group number in outside Hibret building before entry. Fire exit to be out fire door by photocopier to main playground RED markings.				
Timings	Year 10 Group A 9.30 – 11.00	Year 10 Group B 9.30 – 11.00	Year 10 Group C 9.30 – 11.00	Year 10 options 9.30 – 13.30 (20minute break)	Year 10 options 9.30 – 13.30 (20minute break)
Groups and rooms Room 70 is larger room	10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11) 10A5 Overflow Rm 75 Total 44	10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10) 10B5 Overflow Rm 75 Total 42	10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (10) 10C5 Overflow Rm 74 Total 47	As per option learning schedule	As per option learning schedule
Breaks will swap round each week so different groups get breaks at different times to make it fair.					
Breaks each day for Monday to Wednesday sessions	w/c 22nd June: Groups 1 10.30-10.50 Groups 2 10.50-11.10 Groups 3 11.10-11.30 Groups 4 11.30-11.50	w/c 29th June: Groups 4 10.30-10.50 Groups 3 10.50-11.10 Groups 2 11.10-11.30 Groups 1 11.30-11.50	w/c 6th July: Groups 2 10.30-10.50 Groups 4 10.50-11.10 Groups 1 11.10-11.30 Groups 3 11.30-11.50	w/c 13th July: Groups 1 10.30-10.50 Groups 2 10.50-11.10 Groups 3 11.10-11.30 Groups 4 11.30-11.50	

Year 10 Learning schedule and staffing:

w/c Monday 15th June PLEASE NOTE THIS WEEK IS A SHORTER SESSION MONDAY TO WEDNESDAY					
	Monday Fire drill at 10am	Tuesday Fire drill at 10am	Wednesday Fire drill at 10am	Thursday	Friday
Session 1 9.30 – 11.00	Well-being session Small group/ 1 to 1 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	Well-being session Small group/ 1 to 1 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	Well-being session Small group/ 1 to 1 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)	Engineering E1 Rm72 (11) E2 Rm70 (14)	Sociology So1 Rm70 (15) So2 11study (15) Computer Science Cs1 Hibret (22) ICT It1 Rm73 (5) Spanish Sp1 Rm74 (5)
No break required on w/c 15th June as a shorter session Monday to Wednesday				These sessions will be 9.30 -13.30 as per rest of schedule.	
w/c Monday 22nd June					
	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 9.30 – 11.30	Maths 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	Science 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	English 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)	Food F1 Rm70 (15)	Product Design Bs1 Rm70 (15) Bs2 Hibret (15) Dt1 Rm73 (10) Dt2 Rm72 (10)
Session 2 11.30 – 13.30	English 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	Maths 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	Science 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)		
w/c Monday 29th June					
	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Science	English	Maths	½ French	½ French

9.30 – 11.30	10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (8)	10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)	Groups 1-4 Fr1 Hibret (22) Fr2 Rm73 (11) Fr3 Rm74 (11) Fr4 Rm75 (11) Fr5 Rm70 (15)	Groups 5-9 FY1 Hibret (21) FY2 Rm73 (11) FY3 Rm74 (11) FY4 Rm75 (11) FY5 Rm70 (11)
Session 2 11.30 – 13.30	Geography 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	History 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	History/Geography 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)		
w/c Monday 6th July					
	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 9.30 – 11.30	RS 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	RS 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (8)	Science 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)	Music Ms1 Rm73 (11) PE Pe1 Rm70 (11)	HSC Hs1 Hibret (24) Spanish Sp1 Rm74 (5)
Session 2 11.30 – 13.30	Maths 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	Science 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	English Literature 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)		
w/c Monday 13th July					
	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1 9.30 – 11.30	English Literature 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	English Literature 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	Maths 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)	Art Ar1 Rm70 (14) Ar2 Hibret (15) Drama Dr1 Rm72 (11) Dr2 11Study (15)	Business Bs3 Rm70 (15) Bs4 Hibret (15)
Session 2 11.30 – 13.30	Science 10AG1 Rm 70 (11) 10AG2 Rm 72 (11) 10AG3 Rm 73 (11) 10AG4 Rm 74 (11)	Maths 10BH1 Rm 70 (11) 10BH2 Rm 72 (11) 10BH3 Rm 73 (11) 10BH4 Rm 74 (10)	RS 10CH1 Rm 70 (15) 10CH2 Rm 71 (11) 10CH3 Rm 72 (11) 10CG4 Rm 73 (8)		

Year 12 Learning Plan

- Students' curriculum offer will include a combination of their allocated subjects to supplement their distance learning.
- Students will be in school Monday to Thursday depending on their subject option choices.
- The well-being session will be delivered to all students. These sessions will be centrally resourced for consistency and to best monitor support required for each student.
- Breaks will be taken safely in designated areas.
- Students will be issued with the required equipment which will remain in the designated classroom.
- Each group has then been **separated into small teaching sets**, aiming for a class size of 11 students with some class sizes of 15 students, room size dependent.
- **In some cases, there will be larger teaching groups due to the student numbers for option choice subjects. These groups will be in larger teaching spaces where the same social distancing measures can be applied.**
- **All students will be sat in a seating plan** which will be centrally prescribed and provided to the teacher.
- Grouping, zoning and rooming information is outlined in the table below.
- Breaks will be taken safely in designated areas.
- Students will need to bring in pens and a notebook.

Year 12 Groupings and zoning:

w/c Monday 15th June

	Monday	Tuesday	Wednesday	Thursday	Friday
Remote learning	Curriculum planning by staff and remote learning sessions will continue as per the revised plan, with some lessons being filmed.				
Well being and student support	Wellbeing survey with students and support lessons: Well-being session Small group/ 1 to 1				
Timings of w/c/ 15 th June	Session 1 9.30 – 11.00: No break required on w/c 15th June as a shorter session. Fire Drill at 10am On Thursday 18th June any Year 12 student accessing a school bus will have to wait until 13.30 for this bus, but a study space will be provided. PLEASE NOTE THIS WEEK IS A SHORTER SESSION MONDAY TO THURSDAY				
Location	Main school entrance Maths rooms: 34, 35, 37, 38, 39, 40, 41, 42, 43, 44, Gym Maths toilets: 1 only at a time Main Playground break out space				
Line up protocol Fire drill information	Students to line up on YELLOW markings in allocated 2 metre spacing as per group number on main playground before entry. Fire exit to be out fire door to main playground YELLOW markings.				
Timings	Year 12 Group A 9.30 – 13.30 (20minute break)	Year 12 Group B 9.30 – 13.30 (20minute break)	Year 12 Group C 9.30 – 13.30 (20minute break)		
Groups and rooms	12A1 Rm 37 (7) 12A2 Rm 38 (7) 12A3 Rm 39 (6) 12A4 Rm 40 (9) 12A5 Rm 41 (7) 12A6 Rm 42 (9)	12B1 Rm 37 (7) 12B2 Rm 38 (8) 12B3 Rm 39 (8) 12B4 Rm 40 (8) 12B5 Rm 41 (7) 12B6 Rm 42 (9)	12C1 Rm 37 (8) 12C2 Rm 38 (8) 12C3 Rm 39 (8) 12C4 Rm 40 (7) 12C5 Rm 41 (7) 12C6 Rm 42 (0)		
Breaks will swap round each week so different groups get breaks at different times to make it fair.					
Breaks each day	w/c 22nd June: Groups 1 10.30-10.50 Groups 2 10.50-11.10 Groups 3 11.10-11.30 Groups 4 11.30-11.50 Groups 5 11.50-12.10 Groups 6 12.10-12.30	w/c 29th June: Groups 6 10.30-10.50 Groups 4 10.50-11.10 Groups 3 11.10-11.30 Groups 2 11.30-11.50 Groups 1 11.50-12.10 Groups 5 12.10-12.30	w/c 6th July: Groups 3 10.30-10.50 Groups 1 10.50-11.10 Groups 6 11.10-11.30 Groups 5 11.30-11.50 Groups 4 11.50-12.10 Groups 3 12.10-12.30	w/c 13th July: Groups 5 10.30-10.50 Groups 3 10.50-11.10 Groups 4 11.10-11.30 Groups 2 11.30-11.50 Groups 6 11.50-12.10 Groups 1 12.10-12.30	

Year 12 Learning Schedule and staffing:

w/c Monday 22nd June: 9.30 – 13.30					
Room (capacity)	Monday	Tuesday	Wednesday	Thursday	Friday
34 (12)	H & SC (12)	Psychology 1 (12)	RS 1 (12)		
35 (10)					
37 (9)	Economics (7)	Economics (7)	French (2)	Physics 1 (9)	
38 (9)	Sociology (8)	Further Maths (7)	Music (6)	Physics 2 (9)	
39 (9)	BTEC IT (6)	Business (6)	Politics (4)	Physics 3 (8)	
40 (9)	Art/ Photography (8)	Spanish (2)		History 1 (9)	
41 (9)	Sports Leaders (8)			History 2 (9)	
42 (9)					
43 (9)					
44(10)					
Gym (25)		Geography (15)	RS 2& 3 (23)		
Total students	49	49	47	44	

w/c Monday 29th June 9.30 – 13.30					
Room (capacity)	Monday	Tuesday	Wednesday	Thursday	Friday
34 (12)	Maths 1 (12)	Psychology 2 (12)	English Language (11)	PE (11)	
35 (10)	Maths 4 (10)	Chemistry 1 (10)			
37 (9)		DT & Textiles (4)	Media (7)		
38 (9)					
39 (9)					
40 (9)					
41 (9)		Chemistry 3 (10)			
42 (9)					
43 (9)					
44(10)	Maths 3 (11)	Engineering (9)		Psychology 3 (8)	
Gym (25)	Maths 2 (21)	Chemistry 2 & 3 (20)	Biology 2 (19)	English Lit (21)	
Common room			Biology 1 (18)	BTEC Science (13)	
Total students	53	55	55	53	
w/c Monday 6th July 9.30 – 13.30					
Room (capacity)	Monday	Tuesday	Wednesday	Thursday	Friday
34 (12)	H & SC (12)	Psychology 1 (12)	RS 1 (12)		
35 (10)					
37 (9)	Economics (7)	Economics (7)	French (2)	Physics 1 (9)	
38 (9)	Sociology (8)	Further Maths (7)	Music (6)	Physics 2 (9)	
39 (9)	BTEC IT (6)	Business (6)	Politics (4)	Physics 3 (8)	
40 (9)	Art/ Photography (8)	Spanish (2)		History 1 (9)	
41 (9)	Sports Leaders (8)			History 2 (9)	
42 (9)					
43 (9)					
44(10)					
Gym (25)		Geography (15)	RS 2& 3 (23)		
Total students	49	49	47	44	
w/c Monday 13th July 9.30 – 13.30					
Room (capacity)	Monday	Tuesday	Wednesday	Thursday	Friday
34 (12)	Maths 1 (12)	Psychology 2 (12)	English Language (11)	PE (11)	
35 (10)	Maths 4 (10)	Chemistry 1 (10)			
37 (9)		DT & Textiles (4)	Media (7)		
38 (9)					
39 (9)					
40 (9)					
41 (9)		Chemistry 3 (10)			
42 (9)					
43 (9)					
44(10)	Maths 3 (11)	Engineering (9)		Psychology 3 (8)	
Gym (25)	Maths 2 (21)	Chemistry 2 & 3 (20)	Biology 2 (19)	English Lit (21)	
Common room			Biology 1 (18)	BTEC Science (13)	
Total students	53	55	55	53	

Break time plan

- Students will have staggered break times as per the timetable.
- Students will be asked to use the hand sanitiser stations inside their classrooms before being dismissed for break.
- Each group is assigned a zone.
- The vulnerable/keyworker students will also be assigned a different zone in another part of the academy.
- Students should sit no more than two per bench.
- Students should bring their own snacks for break time and should not be shared.
- Water bottles can be refilled.
- All food available is 'grab & go' for Free School meals year 10 students. No cutlery or plates will be used.
- Demarcation lines will clearly show where students should queue, making explicit reference to social distance.
- We will encourage outside time during break as much as we can, weather dependent.
- A member of the pastoral team/leadership will be on-call in each zone to support with social distancing.
- After students have used the toilet facilities, students will be expected to wash hands with soap and hot water.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing. They will wear the normal catering garments.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- Catering staff will wear gloves when serving food and when preparing grab bags for FSM students.
- **GRAB BAGS** will be prepared and delivered to classrooms each day for Free School Meal students prior to departure.

Cleaning

- Cleaners will clean all zones after use each day.
- Toilets will be cleaned at allocated times throughout the day, as per the cleaning schedule.
- Entrance to classrooms (both door handles etc) and handrails will be cleaned as per the cleaning schedule.
- Cleaning team and site team will ensure all hand sanitiser dispensers and tissues are all stocked up in classrooms, toilets and offices.
- Each classroom will have its own cleaning bottle and cloth so staff are able to wipe down their own work station after use.

Student toilets

- All groups attending site on their allocated day will use the toilets situated in their allocated zone.
- During break times, each group will have access to their allocated toilets. This will be supervised by a duty member of staff monitoring the volume of students entering and exiting the toilets.
- Only one student should use the toilets at any one time.

Bells

- Due to consecutive timetables being run for the Year 10, Year 12 students and the vulnerable/key worker students, the changeover bells will not sound.

School buses

- Students are encouraged to avoid public transport when travelling to the academy.
- If public transport is required, parents/carers will be signposted to the latest information from the bus companies.
- **Government transport guidance has been updated on 4th June identifying that all users of public transport MUST wear face masks.**
- Please see below the government guidance on the safe use of public transport.
<https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance>



Safety expectations of students

- Students must not attend if they or a member of their household have any COVID-19 related symptoms.
- When attending the academy, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our academy and wider community.
- Arrive to school and leave to go home at the designated time.
- Do not congregate in school at the start or end of the day.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day.
- Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance (2 metres) from others between and during lessons.
- At break times, only use the designated social spaces. Always maintain a safe distance from others at break and lunchtimes.
- Do not share belongings (stationery, food etc) with others.
- Use the designated toilets as directed by staff. Only two students in toilets at any one time.

Safety expectations in the classroom

- Students and staff must use hand sanitiser on entering each lesson within the day.
- All classrooms will have socially distant fixed seating and students must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers must avoid movement during lessons and stay near the screen.
- **Windows must be left open during the lesson unless it disrupts the learning.**
- Group activities and any close contact between individuals must be not be carried out.
- Stationery and equipment must not be shared.
- **During the partial and phased reopening of the academy, the following minimum expectations must be followed to ensure the safety of staff and students is maintained.**

Equipment

- To reduce the risk of any potential spread of infection through the sharing of equipment and resources, individual Y10 students will be provided with a set of equipment on the first day they attend.

- This will be clearly labelled and stored safely at the end of each day and distributed when the student next attends.
- The use of specialist equipment will be avoided.
- Y10 students must only bring their charged iPad, a filled water bottle and some snacks for break time, should they wish.
- Snacks must not be shared.

Uniform

- In recognition of the need to wash clothing after each day in school, we have adapted our uniform expectations.
- **Y10 students will be required to wear their uniform shirt/summer polo shirt, school trousers and school shoes.**
- **No blazers or ties should be worn.**
- **Clothing should be washed each night by staff and students.**
- The academy will work with families to address and support with any individual issues with meeting this revised uniform expectation.
- The government guidelines do not recommend PPE as being necessary for school attendance.

Positive Behaviour in the classroom

- A few minor adjustments have been made to the Positive Behaviour policy in response to Government guidance and to reflect our current mode of operation. This is available on our main academy website.
- The behaviour system will continue to focus on the rewards and positive aspects linked to class charts points.

On Call

- Throughout the day there will be a member of the Pastoral Team/Senior Leadership on duty to support with any concerns. These include, but are not limited to:
 - A student feeling ill
 - A student needing to be taken to the room for improvement
 - Students not following social distancing rules
 - A serious incident has taken place
 - Further equipment/resources are required

Room for Improvement Room

- The RFI Room will be located in the usual RFI space and managed by a member of Leadership/Pastoral Team.
- Social Distancing rules will apply in the same way as in classrooms.
- Students will return to their designated classroom at the end of that specific lesson.
- Students will not be expected to serve a detention after school, but a phone call home will be made to discuss the student's behaviour.

Dangerous Behaviour/Lack of social distancing

- If it is felt a student's behaviour is placing themselves or others at risk, parents/carers will be contacted and the student may be asked to leave the school premises.
- It may be necessary to make alternative arrangements for ongoing education where students place others at risk during the current pandemic.

Remote Learning

Years 9, 10 and 12

- Students will continue to be set work via MILK or email by their subject teachers each morning in accordance with their timetabled lessons.
- It is important that any work completed by students is submitted using FOLDR or through email in order to receive appropriate feedback.
- We will also provide additional face to face learning for year 10 and 12 as identified at the start of this document.

Feedback

- All completed remote-learning tasks will receive Class Chart points.
- Teachers will look to award a number of positives, especially where it is evident time and effort has been taken.
- In-line with academy expectations, all students will receive detailed written feedback and a REACT target for an identified piece of work / task this half term.
- Students must REACT to their feedback to enable them to make further progress in their learning.
- Students will receive regular developmental and motivational feedback in a variety of ways by their teachers to enable them to make progress. Examples may include an acknowledgement MILK message / audio feedback / whole-class feedback / PowerPoints including exemplar work and identified misconceptions / quizzes which will provide feedback if a student selects an incorrect answer.
- At Post-16 some departments will look to provide online feedback and the academy is working hard to increase the number of video explanations and 'live' explanations and discussions.
- From the 8th June if students have any questions / concerns about their learning, they will be able to communicate directly with staff by school email, MILK or Microsoft teams. A timetable of when teachers will be available for each subject will be sent to students via MILK.

Daily Absence Checking Procedures

Arrival to School

- Staff supervising students within their P1 classrooms will complete a register on SIMS and registers will close at 9.45am. Session manager will monitor register completion.
- Students arriving after 9.45 will enter through the Main Reception as normal. Main Reception will radio for Pastoral to collect/deliver students to their base classroom. The member of staff who escorts the students to their base classroom will radio the Attendance Office to ensure the student is logged as on site.

Symptoms

- **HIGH TEMPERATURE** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **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

Most people with coronavirus have at least one of these symptoms.

Actions if a student or staff member shows COVID-19 symptoms

1. Student or staff member displays COVID-19 symptoms.
2. Send home and advise to self-isolate for 7 days.
3. Household members should self-isolate for 14 days.
4. Encourage to get tested.
5. Staff and students in the teaching group only need to remain at home if they themselves display symptoms or if a test comes back as being positive.
6. If test is negative, return to school and household ends self - isolation.
7. If test is positive, inform the academy and follow government guidance.

No student should attend school if they are displaying any of these Covid 19 related symptoms, but should follow the above government protocol