



Daubeney Academy

January 2022 Reopening

PROCEDURES FOR THE Spring and Summer Term

A guidance document for staff, parents/carers and visitors

Scope

As of January 2022, schools are reopening fully to all students and staff following school break for Christmas.

It is our plan that all students, in all year groups, will return to school from January 4th on a phased return set out below.

The guidance set out in this document is in 4 sections and aligned with how the Department of Education (DfE) expects schools to operate in this new context. This includes:

1. School operations
2. Curriculum, behaviour and pastoral support
3. Assessment and accountability
4. Contingency planning to provide continuity of education in the case of a local outbreak

Annex 1: Behaviour Addendum and Covid Classroom Non-Negotiables

In the first week of January 2022, we will commence testing of all students as follows; for the first test, students will arrive through Laurel Walk. Once tested they remain on site unless returning a positive LFT result..

Date	a.m.	11.30am
January 4 th	Year 11	Year 7
January 5 th	Year 10	Year 8
January 6 th	Year 9	

Please note that the measures outlined in this guidance document are written in conjunction with the school's risk assessment for full opening of school and is subject to change in line with DfE guidance.

Important

Staff and students must only attend school if they or any member of their household **do not have COVID-19 symptoms**.

If a student is unwell, please keep them at home, get them tested through a PCR test and inform the school of the outcome. No student should be sent to school if they display any COVID-19 symptoms, however mild.

Attendance is compulsory for all students. Please see ***Behaviour Addendum*** at the end of this document for further details.

1. SCHOOL OPERATIONS

Structure of the school day

As part of reducing the crossover and interaction of Year groups before testing, we will be employing a phased return as above for the testing and then return to full day from 8.45am - 3.15pm

Organisation of teaching spaces and social spaces

- Students will follow their timetable as published.
- Staff will remain in their own classrooms where timetabled to do so so they are better able to manage their own space safely, monitor the safe use of resources and know that cleaning between groups has been undertaken.
- Time will be allocated at the start and end of each lesson to wipe chairs and tables.
- On dismissal, students will follow a one-way system to their next lesson (see school site plan Annex 1).
- Rooms will be arranged to facilitate learning.
- Students will not approach the teachers' desk and staff will not be moving around the classroom.
- Staff and students will be wearing face coverings unless exempt.

Break and lunch times

- Unless the weather is very poor, we expect all students to be outside as much as possible during break and lunch times.
- Students have designated social spaces where they can interact in their Year group bubbles. These have been set as:
 - **Year 7- Top Playground , Year 8- Tennis Courts, Year 9- Quad , Year 10- Table Tennis Area , Year 11- Basketball Area**
 - During social times and lesson changeover times, there will be increased staff duties.
 - Toilets will be managed by staff to ensure that all students have safe access. Toilets will be thoroughly cleaned after break and lunch as well as at the end of the school day.
 - In the event of poor weather the students will be assigned to the sports hall or the main hall

Medical rooms

- There are 2 medical rooms in use. A separate isolation room for suspected cases of COVID-19 has been designated as the 'Blue room' in the Admin corridor
- The isolation room will allow for manageable test and trace processes and PPE has been provided for the first aid team.
- If students become unwell with symptoms of coronavirus and need to be cared for until they can return home, they will be isolated in the medical room until parents or carers collect them.
- Parents/carers must take the student to be tested for COVID-19. Test results must be shared with the school to help facilitate test and trace.

Clubs

- Breakfast club will run from 8.20am as normal.
- All other clubs will be run within the regulations set out by their specific associations.
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Catering

In order to provide hot and cold meals to students, the canteens will be open. The Academy will be providing a full service at lunchtime with the students having access to both hot and cold food. We are, however, encouraging families to provide packed lunches if they are able to. The lunch times are staggered and separate where possible.

Protective measures and cleaning

- There will be a cleaner in school from 11am alongside the site team and enhanced cleaning practices at the end of each day.
- Cleaners will disinfect and wipe down surfaces outside of classrooms at regular intervals during the day using anti-viral cleaners.
- At the end of the day all classrooms used and toilets will be cleaned and disinfected.
- Students should regularly wash their hands.
- Students must use the hand sanitisers provided (sanitisers contain 60% alcohol).
- Students are encouraged to carry their own hand sanitisers and tissues.
- Students must maintain social distancing at all times from adults in the school
- Sanitising stations are at designated points in the school, hand sanitisers will be in classrooms and toilets.
- Posters and signage for hygiene routines are in place.

Face coverings

- The wearing of face coverings will be compulsory in all spaces unless exemption is in place.
- CO2 monitors are in each room and ventilation will be increased in each room.

Fire evacuation

- In the event of a fire evacuation, staff and students should leave the building via the nearest fire exits in a calm manner whilst maintaining social distancing guidelines.

- When arriving at the fire assembly point, students will line up as usual in register order on their marked year group assembly points located at the back of the main school building.

2. CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

Our planned academic recovery aims to:

- Ensure that well-being is addressed and discussed within Form and Year group bubbles.
- Ensure that world events, local and national issues affecting our students are appropriately discussed and understood within the relevant curriculum.
- Ensure that the curriculum remains broad and ambitious, where all students continue to be taught a wide range of subjects, maintaining their choices for further study and development.
- Meet the needs of each year group and particular groups.
- Addresses the gaps in learning as a result of the school closure.
- Identifies individual starting points in learning to account for (i) students who have worked independently to make significant progress (ii) students who need additional support in order to take the next steps in their learning.
- Provides safe opportunities for enrichment beyond the classroom.

Expectations in the classroom

- Students must use hand sanitiser (contains 60% alcohol) or have washed their hands prior to entering the classroom.
- Desk and chairs must not be removed from the classrooms and no additional furniture must be placed in the classrooms.
- Classroom windows and doors must be left open at all times.
- In the classroom, sit in the same place all the time; do not move chairs and desks.
- Do not cross the 2m zone between students/ the teacher.
- Avoid physical contact at all times. No hugs, shaking hands, etc.
- Do not share belongings (stationery, food, clothes)
- Where in use, ICT equipment will be wiped and every other space allocated to a student.

Uniform

- Students are expected to wear full uniform and bring PE kit to change into. In some classrooms due to ventilation if required students will be allowed to wear their coat in addition to full uniform.

Behaviour and pastoral support

- All students must uphold behaviour expectations as per the school policy and updated Behaviour Addendum (see attached)
- The processes for rewards and sanctions are outlined in the school's behaviour policy. This has been updated to increase the range and opportunity for student rewards in particular.
- Pastoral support for students will be enhanced and new appointments to the school have added additional staff to this area.

3. ASSESSMENT and FEEDBACK

- Assessment is aligned to the overall learning journey for each subject and the recovery curriculum.
 - Marking and assessment will be aligned with the learning journeys and marking policy for each are, where verbal and written feedback will be used as appropriate.
 - Staff will write comments on books, misconceptions/common errors/gaps in knowledge will be noted and will inform, planning. (formative assessment)
 - Whole class feedback will be used to give comments which are timely, task-focused, specific, and useful to students.
 - Where appropriate, visualisers will be used to provide in-class feedback and guidance.
- Students will be guided by teachers, when necessary, to use online learning to support teaching, learning and assessment.
- Exams and assessments will be held.
- Arrangements for how we will conduct parents' evenings are to be decided.

Covid 19 lateral flow testing at school

Daubeney Academy is now a fully equipped and recognised testing facility. As of January 11th 2021, key staff in school received NHS training and certification to carry out testing on the school site.

1. Testing will take place in the school hall under strict covid guidelines and distancing.
2. Students in school and having consent will be tested once a week over a 3 week period beginning January 4th 2022 onwards.
3. An email and text message will be received after 30 minutes giving the lateral flow test result.
4. When the testing session is complete all students with consent will be provided with a packet of home test kits.
5. All staff from the week beginning January 3rd 2022 will be provided with home test kits. These will be completed twice a week until new government guidance is received.
6. In the event of a positive test result, parents will be contacted. The student will follow current government guidelines and self - isolate.

* Updated risk assessments specifically for testing are in place. Consent forms, privacy notices and Data sharing information is also being provided to staff and students.

Annex 1: Behaviour Addendum and Covid Classroom Non-negotiables

From the start of term there will be a designated one-way system of movement around the school site.

- Gates will open at 8.45am as per the staggered starts for year groups.
- Students will go straight to their tutor room where hand sanitiser will be in place.
- All classrooms are accessed via external doors *except Room 6: student line up outside double doors along main corridor and wait for member of staff to invite in when corridor is clear.
- Students and staff will follow the outlined one way system around the school to support airflow in line with COVID-19 guidance and risk assessment.
- Students will have social distancing lines for the canteens as they queue.

Behaviour policy: coronavirus addendum

Daubeney Academy

Approved by:	Matt Lee Karen Bateman	Date: 10/06/2020
Last reviewed on:	13/07/2020	
Next review due by:	July 2020	

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1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal behaviour policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Expectations for pupils in school

2.1 New rules

When pupils are in school, we expect them to follow all of the usual rules, but in addition to this, those set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these rules and make sure they are followed consistently.

Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the school if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

At ALL TIMES whilst on site, you must follow staff instructions and the routes set out for movement around the site. Maps of the routes will be clearly displayed along with signs and floor markings.

Travelling to and arrival at Daubeney Academy

- Where possible travel to school on foot or by bike. If you have to use public transport, you must adhere to the social distancing rules and wear appropriate face covering. If you are being dropped by car then you must be dropped off outside of the schools entrance and **NOT in the car park unless permit is provided**. Cycles should be parked by the reception and locked by the available stations, where you will leave a gap of one station where possible. Following this, then walk via assigned entrance to your room (not through reception). You will enter by your designated gate and go directly to assigned room. The same routine will be observed when collecting your bike.
- Arrival at school will be as previous with the gates opening from 8.30am
- Where possible, do not touch surfaces as you move around the site.

Hygiene and first aid

- Personal cleanliness will now become part of our daily routine both inside and outside of the classroom. All necessary hygiene products will be available across the school site and classrooms.
- When sneezing or coughing ('catch it, bin it, kill it') and avoid touching your mouth, nose and eyes with hands. Tissues will be provided by the academy.
- If you are feeling unwell, you must NOT come into school. If you begin to feel ill, you must tell a member of staff immediately and you will **go straight to the medical room** via

reception. The first aider will treat you in a non-contact way, as much as possible, and will be wearing PPE.

- If you have Covid-19 symptoms then you should not attend school. If they develop whilst onsite, you should alert your classroom teacher before making your way to reception where you will be placed in the **'Blue' room**. Your parents/carers will be contacted and you will wait in an isolated, but ventilated, space until they collect you or they give permission for you to make your way home independently. You must self-isolate for 7 days.
- If you have symptoms, a track and trace team will be alerted so that a test can be administered

Breaks and toilet use

- During breaks and lunchtime students, weather permitting, will be assigned a specific zone for the duration of the break.
- Use of toilets will be supervised but students should be following the key hygiene rules of 20 seconds of hand washing more frequently.
- The canteen will deliver a normal hot menu. Cold food will be available and will either be served in the canteens. Where possible we would encourage students to bring a packed lunch.

2.2 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Reward students for achieving the Academy's character points. As during the current situation we will continue to post/deliver reward prizes for good effort and work produced.

However, if pupils fail to follow these rules, we will:

- Ask you to continue your learning in an isolated room or, in serious circumstances, from home and only return when you can adhere to the Covid 19 risk assessments in place.
- There will be no detentions and we will have a zero tolerance to behaviour. Refusal to follow instructions of the Academy staff will result in you failing the student behaviour risk assessment and you will continue your learning remotely for a minimum of 10 days.
- In extreme circumstances a student who purposefully coughs over or spits at another person could be given a fixed term of even a permanent exclusion.

2.3 Changed rules

As long as this addendum applies, we will alter the following school rules.

Attendance expectations for pupils who can attend school will remain as it has in the current attendance policy. Students will be expected to attend school unless there are certain personal situations that do not allow this at this time.

A doctor's note or positive Covid test result must be provided if non-attendance occurs

As a school we will put relevant levels of support for students on their return so that attendance remains consistent and high.

3. Expectations for pupils at home

These are further detailed in the Distance Learning Policy

3.1 Remote learning rules

If pupils are not in school, we expect them to follow all of the rules set out below.

Parents should also read the rules and ensure their children follow them. Parents should contact the school, if they think their child might not be able to comply with some or all of the rules, so we can consider alternative arrangements with them.

To allow us to work together please;

- Be contactable during the adjusted school hours and via email or text message.
- Complete work to the best of your ability and by the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if students are not able to complete work
- Use proper online conduct, such as using appropriate language in messages

3.2 Dealing with problems

- If there are any difficulties with remote learning or completing work that has been delivered, please contact the class teacher, head of faculty or head of learning for continued support.

4. Policy Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum every 4 weeks by the Senior Leadership Team. At every review, it will be approved by the full governing board and the Trust.

5. Links with other policies and documentation

This policy links to the following policies and procedures:

Safeguarding/ Child protection policy

Health and safety policy

Behaviour policy

Mobile phone policy

Distance Learning Policy

E-safety Policy

Acceptable use of ICT Policy

CMAT and Academy Risk Assessments (updated for Covid-19)