



# **Daubeney Academy**

## **MARCH 2021 Reopening**

**PROCEDURES FOR THE Spring and Summer Term**

**A guidance document for staff, parents/carers and visitors**

## Scope

As of March 8th 2021, schools are reopening fully to all students and staff following school closure due to the COVID-19 pandemic.

It is our plan that all students, in all year groups, will return to school from this date.

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 March, we will commence testing of all students as follows; For the first test, students will arrive through Laurel Walk and be socially distanced. Once tested they will leave site and return home.

Date	a.m.	p.m.	Staffing
Wednesday 3 <sup>rd</sup> March	Year 11	Year 10	(all trained test staff SLT, LKI, KFA and Form Tutors)
Thursday 4 <sup>th</sup> March	Year 9	Year 8	
Friday 5 <sup>th</sup> March	Year 7		

- w/c 8th March - testing (2) will continue from Monday 8<sup>th</sup> March. The plan is to group the students as above and test during the day in their form groups. Students will be able to have an extended break time on their testing day where required. Year 11-8 will conclude all 3 tests by 12<sup>th</sup> March.
- w/c 15th March – only year 7 will be tested which will conclude all 3 rounds of testing
- w/c 22nd March - distribute test kits for home use

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 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, we will be employing a staggered start and finish to the school day. We will be asking the students to use different entrances if they are arriving at the same time as another year group. The start and finish times and which gate to use for each year group are below;

Year 7- 8:45am – 3pm – Student Gate  
Year 8- 9:45am – 4pm – Laurel Walk  
Year 9- 9:45am – 4pm – Student Gate  
Year 10- 9:10am- 3:30pm- Student Gate  
Year 11- 8:45am – 3pm – Laurel Walk

This will also include staggered break and lunch times for each year group with no more than two year groups on at one time. If there are two year groups on at one time they will be zoned into halves of the school to try and avoid the students interacting with each other.

### Organisation of teaching spaces and social spaces

- Students will be in Year group bubbles and follow their timetable as published.
- Staff will remain in their own classrooms 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 with all chairs and desks facing forwards.
- The teacher will have a designated 2 metre zone at the front/side of the room.
- Students will not approach the teachers' desk and staff will not be moving around the classroom.
- There will only be one additional adult in classrooms where students require support and this has been carefully timetabled.
- Staff will maintain distance from pupils and other staff as much as possible.
- Any work to be collected will be placed in a box at the front of the room as students leave (see **3. Assessment and Feedback** for marking and assessment practices).

### 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 (including 2 marquees for extra sheltered area) where they can interact in their Year group bubbles. These have been set as:

*Playground beside the elliot's – year 7, 8,*

*Tennis courts/sportshall area – years 9 & 10*

*\*Year 11 have social times separately to all other year groups*

- 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.

### 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

- All clubs are suspended for the time being. We will monitor the situation and gradually introduce clubs, as per the government RoadMap, from after 12<sup>th</sup> April and when it is deemed safe to do so.

### 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.

**Exploration into second 'canteen' underway to reduce possibility of mixing bubbles. Marquees in place with second service point agreed to commence from 15<sup>th</sup> March**

### 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

- Face coverings, including visors, **MUST** be worn by staff and students. Visors are being provided to all staff. *On the basis of current evidence*, Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained **including classrooms**.
- Face coverings are required at all times on public transport (for children over the age of 11)
- Face coverings, when removed, must be disposed of in designated bins.
- If cloth face coverings cannot be disposed then they must be placed in a plastic bag and kept safely away with personal belongings.
- Hands must be washed after removing face coverings.

## 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.
- All students must be facing forward in classrooms. Desk and chairs must not be removed from the classrooms and no additional furniture must be placed in the classrooms.
- There is a visible zoned area to keep teachers at a 2m distance from students.
- To maximise social distancing, teachers will not move around the classroom.
- 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 will be expected to be in full school uniform, except on days when students have PE, they can wear PE kit to school. (*\*it is expected that students will bring a separate pair fo footwear for PE as appropriate to the activity.*)

## 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.
  - Staff will mark designated pieces of work, having left exercise books/work for a period of time. No books will be removed from the school. Guidelines suggest you should wait 48 hours before marking an assessment on paper. An online test can give immediate feedback.
  - No 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, 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, in smaller groups to adhere to safety measures.
- Arrangements for how we will conduct parents' evenings are to be decided.

## 4. CONTINGENCY PLANNING TO PROVIDE CONTINUITY OF EDUCATION IN THE CASE OF A LOCAL OUTBREAK

In the case of a local outbreak (school or wider community) of coronavirus, the school will adhere to government guidelines for safe operating procedure which can include localised or full closure of school. This is organised into 4 tiers of response.

**Tier 1:** Schools remain open but pupils in year 7 and above, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

**Tier 2:** Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers

**Tier 3 and Tier 4:** Secondary schools, would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

## 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 March 3rd 2021.
3. An email and text message will be received after 30 minutes giving the lateral flow test result.
4. When the third 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 March 1<sup>st</sup> 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.
7. Students who are in the close contact group will have to self-isolate for 10 days.
8. An email and text message will be received after 30 minutes giving the lateral flow test result.

\* 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.

## Free School Meals

All students who are entitled to free school meals will be provided with one of either;

1. A food hamper to create a variety of lunches over a two week period or.
2. Supermarket vouchers to the value of £15 per week per child that is eligible for free school meals.
3. The latter option of vouchers will go to all families when they are available.
4. Those students accessing key worker provision will also have access to food in the school canteen.
5. Upon full school opening free school meals will once again be provided by the school canteen.

## **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

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

## Contents

1. Scope.....	10
2. Expectations for pupils in school .....	10
3. Expectations for pupils at home .....	13
4. Monitoring arrangements.....	13
5. Links with other policies.....	13

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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 via your assigned gate
  - **Student entrance on Orchard Street:**
    - Year 7 – 8.45am
    - Year 9 – 9.45am
    - Year 10 – 9.15am
  - **Laurel Walk Entrance:**
    - Year 8 – 9.45am
    - Year 11 – 8.45 am

- You must aim to arrive at the time stated. However, if you arrive before, you must keep to the social distancing markers along the fence. You must not socially gather. Once on site you will need to wash your hands with the **soap and water** or **antibacterial hand** sanitiser provided before entering any classrooms.

### Your learning environment

- You will follow the clear signs and go straight to your allocated room (all Classrooms to use the external door except room 6), following the social distancing rules. A teacher will be in the classroom ready to register you and support with your learning. (students for room 6 to line up outside courtyard by room 6)
- For the most part, you will have one allocated classroom for the time you are on site.
- You will have an allocated seat in this classroom which you must always sit in.
- You may be with different students than you are used to.
- You must not stand up, move around, or exit the classroom without permission.
- Desks and chairs will be arranged in rows, facing forwards. You should not be turning around in your seat.

### Uniform and equipment

- Students should bring a bag to hold all equipment required for that day, as well as a coat if required. They must bring their own stationery, which should not be shared amongst friends. For those students who do not have their own stationery, this will be provided by the academy and you will keep the same set. A full list of stationery requirements will be sent home.
- Mobile phones can be brought to school but the existing mobile phone policy still stands.
- **Uniform will be as normal from the start of term in September.** The uniform policy can be found on the school website. **On days that students have PE they will come to school in their academy PE kit, therefore avoiding having to use the changing rooms**
- You should bring your own water bottle.
- Face coverings, including visors, **MUST** be worn by staff and students. Visors are being provided to all staff. *On the basis of current evidence*, Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained **including classrooms.**

### Movement around the site

- Although the current rules will be difficult you will **NOT** be allowed any physical contact with your friends
- A one-way system will exist where possible and the majority of time you will not have access to the internal corridor/all students will travel around the site externally and gain access to classrooms from all external doors, where possible.
- You will also be expected to move around the Academy in a single file in silence. This is to reduce the risk of airborne transmission of Covid-19.

- You must also adhere to social distancing rules and make your way promptly to your next classroom or offsite at the end of your session.
- 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

