



**Daubeney Academy**  
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PART OF  
Challenger multi-academy trust

Dear Parents and Carers,

As we come to the end of the Academic year and plan for a full reopening in September, we have been busy putting plans in place to make sure that all members of our Daubeney community are kept as safe as possible. These plans are still subject to change based on the changing picture both across the country and more locally in Bedford, along with any changes in the government's guidance on schools reopening. We will of course keep you informed of any changes should they be needed.

During the development of these plans, we have ensured that the Academy is following all local and national guidelines to make the school as close to normal as possible with the students fulfilling a full curriculum offer including all practical subjects. This letter will outline our plans for September.

### **Timings of the 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.

### **Lunch**

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.**

### **Timetable and Curriculum**

The students in all year groups will be taught a full National Curriculum from the first day in September. However, we will be doing things slightly differently to try and keep the students within a year group 'bubble' as much as possible. The students in Key Stage 3 (Year 7, 8 and 9) will remain in one classroom for the whole day with the specialist subject teachers rotating around the classrooms to teach them the different subjects. The classes will remain in their forms for all lessons. The students will then be timetabled into the practical subject spaces for PE, Music, Drama, ICT, Art, DT and Food.

In Key Stage 4 (Year 10 and 11) the students will rotate around 3 classrooms for their lessons that will be set in English, Maths and Science and by their option choices in all other areas.

Students should wear their **Daubeney PE kit** on the days they have PE on their timetables to avoid the use of the changing rooms.

Please note timetables and student planners will be given to students on their first day back.

### **Equipment Requirements**

The equipment your child needs for school has also become extremely important during the COVID 19 pandemic. It is extremely difficult for us to be giving students missing equipment at this time, as it increases the risk of students coming into contact with each other as well as the member of staff. We would encourage you to make sure that your child has the following equipment ready for September;

- Black Pen x 2
- Pencil
- Ruler
- Rubber
- Sharpener
- Green Pen
- Purple Pen
- Glue stick
- Scientific calculator

### **Behaviour and Attendance**

Attendance at school in September is compulsory for all students and traditional guidelines will be followed for failing to attend school regularly. This is reflected in the Behaviour Policy addendum that is on the school's website outlining our expectations for students when they return.

One key area to highlight within the addendum relates to the consequence of the students failing to and refusing to follow the social distancing guidelines set out by the Academy. This will all be explained to the students on the first day they return via a virtual assembly.

### **Student Well-being and Support**

The Academy will continue to do its utmost to support all students with a return to school in September. Our pastoral team consisting of Miss Harris (Associate Assistant Head Teacher- Behaviour and Attitudes) and Miss Williamson (Pastoral Manager) will be supporting the pastoral needs of students alongside their form tutor. For the students that are struggling with the return to school, we will be signposting them to both internal and external support with this. The internal support will include Ms Page (Family Support Worker), Mr Thomas- O'Keefe (School Counsellor) and a Return to School Pastoral Support Plan.

If you have any questions or queries regarding any of the information in this letter please email the school [office@daubeneyacademy.co.uk](mailto:office@daubeneyacademy.co.uk). This mailbox will be closed between 3<sup>rd</sup> and 17<sup>th</sup> August 2020.

Yours sincerely



**Matt Lee**  
**Head of School**