



Ark Putney
Academy

Wash your hands regularly
with **soap** and **water**.



Handbook for the return to APA June 2020

This handbook is intended to do the
following:

Instruct all stakeholders on the health and safety
aspects of the return to school

Inform all stakeholders of our expectations and
routines to ensure that the academy runs smoothly

Why is it so important that you come back to school and resume your education face to face?

Since schools shut down on March 17, as a community we have been working hard to complete our school work remotely. However, this is not a long-term satisfactory solution for the four key reasons listed below:

1. Schools are a community – as students and teachers we all benefit socially from being part of a shared organisation. Interacting with other people is good for our wellbeing and development. It also motivates us in the classroom, bouncing ideas and challenging each other.
2. Remote learning has its limitations. It is challenging for us to teach new content and check for conceptual misunderstanding from a distance which is what teachers routinely do in the classroom. Fundamentally this is how we learn!
3. Some students do not have access to their own individual digital device. This makes teaching ‘remotely live lessons’ difficult as some students, due to circumstances, are disadvantaged. We pride ourselves at APA on trying to address social disadvantage and I believe that access to a good education in school is the key way to address this.
4. We need to start to prepare year 10 and 11 for their examinations next year. The best way we can do this for the majority of students is face to face teaching.

However, we realise that coming back to school is a daunting prospect for many. I want to personally reassure you that we have put in place everything that we possibly can to ensure that the APA community is as safe as possible. The remainder of this handbook outlines all of the routines and structures to make this happen. It is vital that we abide by these routines so that we can safely return to the academy.



Ms Downey

Principal

Covid-19 re-opening guidance

June 2020

Key Routines

The 'bubble'

All students will be placed in a formal group known as a 'bubble'. This group, communicated home by letter, consists of a maximum of 15 students. Students will spend their academy days in this group for all registration, lessons, unstructured time (breaks and lunch).

Students must not interact with people who are not in their 'bubble' as this increases chances of contamination. Students and families may not request a change of group as this is not feasible. Students must adhere to the timetable for their 'bubble.'

Students will be placed in their bubble based on their academic ability, which will allow staff to teach students effectively. Students will have a set room to use for all of their lessons, and a set toilet to use as well. Staff will rotate, with students staying in their room, to minimise movements around the academy.

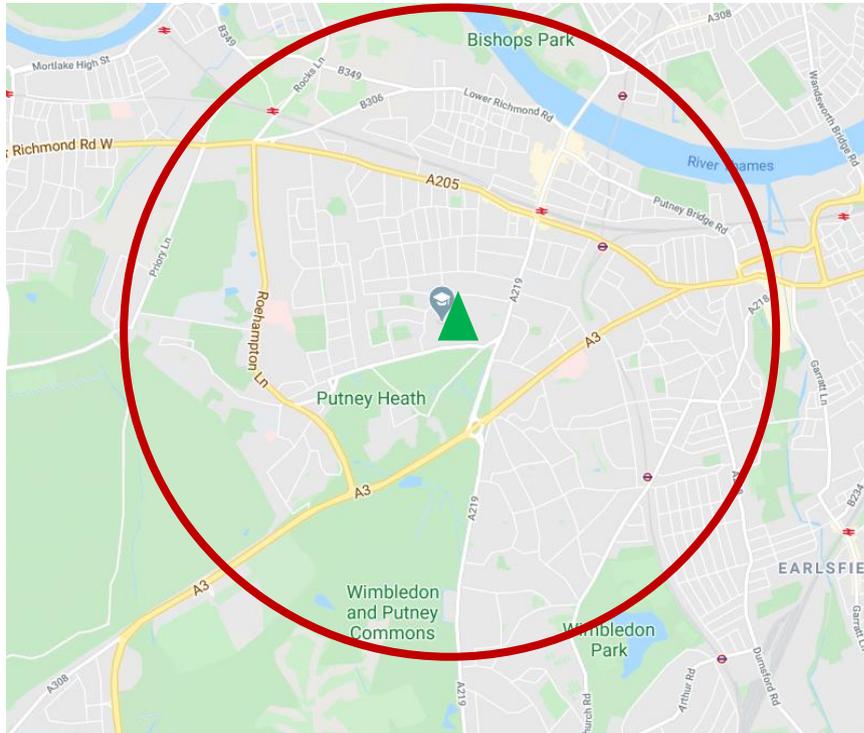
The journey to the academy

During this crisis, the public will be looking to our community to be helpful, polite, courteous and safe. Students should be aware of the academy's reputation at all times when travelling and ensure they behave in an appropriate manner given the crisis.

In line with government scientific advice, students should walk or cycle to the academy if possible. Students who live within the red circle on the map below should try travelling using these methods. Everyone must wear face masks on public transport to protect those and others around them. Buses are limited to 20 people and so students should expect that they could have to wait for more than one bus. Students should leave home earlier than they would have previously. **Student travel on the buses is still free, contrary to a lot of misleading media information.** At the end of the day, students should leave the academy and stand at the relevant bus stop. Students not riding a bus are strictly forbidden from congregating at the Green Man Bus stop.

- Students should arrive on their own – students should not travel together
- Students cycling must lock their bike up at the designated points within the site at APA. If another student is locking their bike up, they must wait until that person has left to lock their bike up (to maintain social distancing)
- Students must wear face masks on public transport

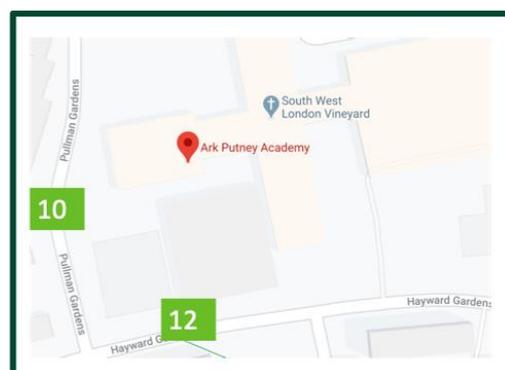
- Students should leave the academy on their own. If they travel by bus, they should stand at the relevant bus stop. Students not riding a bus are strictly forbidden from congregating at the Green Man Bus stop



Entry and exit to the academy

Year 10 students must enter and exit through the large gate on Pullman Gardens. They should then walk around the back of the hall and across the playground to registration. Year 12 students must enter and exit through their usual gate, leading to the pathway beside the MUGA.

- Students must not enter or exit together, they must maintain 2M distance
- Students should not wait together as this creates groups which violates social distancing protocols



Registration

Year 10 will register on the netball playground in spaced lines according to their bubble. Year 12 will register on the MUGA in spaced lines according to their bubble.

Registration will be coordinated by staff who will be ready to meet students each morning. Once registered, bubbles will move to classrooms via hand sanitisers.

Classrooms:

Classrooms will be reserved for one 'bubble' and will facilitate safe learning by ensuring students and staff maintain distance and restrict contact to zero. The following guidelines will be observed at all times:

- Staff will remain at the front of the room in a marked zone throughout, and teach using the whiteboard and visualiser. Students should not expect staff to move to them for help.
- Students should enter and depart in a staggered, 2m formation.
- Students must sit at their assigned desk, which are appropriately spaced.
- Equipment and learning materials will be designated to each student and will be placed in a new A3 plastic zip wallet in advance of the lesson. All equipment and learning materials will be stored here as well, and the wallet will remain in the student's designated place.
- If students take learning materials home with them, they must not bring them back into the academy.

Equipment

- **Staff:** Staff will have their own equipment including board pens, remote control, timer, teacher aids. These will be carried with them, and cleaned by them.
- **Rooms:** Visualisers, computers & associated equipment, tables, chairs etc will all be cleaned between use by groups.
- **Students:** All equipment for students to use will be provided by the academy. Equipment should not be brought from home.
- Sixth form students will have a tray containing this folder, which will belong in reception. Students must collect their folder and deposit it here at the beginning and end of the day.

Behaviour

Strict rules facilitate safe use of classrooms. Students must adhere to the following:

- Students must not leave their seat at any stage during lesson time as this jeopardises the safety of others. Refusing to remain in your seat may result in isolation or a Fixed Term Exclusion
- Students must be patient with staff offering help, as they cannot move around the room
- Students must enter and depart in a staggered, 2m formation

- Students must sit at the assigned desk. Refusal to sit in your assigned seat or trying to negotiate seating positions will result in isolation or a Fixed Term Exclusion
- Students must not lend/borrow equipment
- Students must not bring work from home into the academy
- Students must store all equipment/materials in the provided A3 wallet/tray
- Students must not bring their own equipment into the academy

The established C-system will still be in place but staff will not be able to move to students to speak to them. If students receive warnings through the C system this will need to be explained to them verbally across the class. If students receive a C3, SLT will attend the classroom and give the student a chance to improve their behaviour. If they do not improve their behaviour, they will be removed and will not re-attend lessons that day.

Corridors

Corridors have all been marked out for one-way travel. Everyone using the corridors must follow this system including being two metres apart. **Students must not walk together at any point.**

- Students must walk 2M apart from one another at all times using the arrows on the floor
- Students must observe the one-way system shown by the arrows on the floor
- Students are not permitted to use the lift
- Students should avoid touching walls/doors where possible

Toilets and washing hands

Everyone has an allocated set of toilets to use. These will be cleaned throughout and at the end of the day, ready for the groups to rotate the following day.

- Staff – use disabled toilets as normal
- Community Classroom – floor 1 – North (toilets next to SEN)
- Sixth Form – UG south
- Year 10 – toilets as assigned on the timetable

Everyone should wash their hands and use the provided hand sanitisers throughout the day but specifically:

1. *Entry to the building after registration*
2. *When they arrive for break/lunch*
3. *When they depart from break/lunch*
4. *At the end of the academy day, on exiting the building*
5. *After using the toilet*

Everyone should **only** use their assigned toilets, regardless of what stage of the academy day they are in. If a student decided to use a toilet not allocated to them, they would risk the safety of others in the community and could be placed in isolation or receive a Fixed Term Exclusion.

Unstructured times

During break and lunch times students must remain in their 'bubble'. They will walk with their teacher down to the canteen and sit in a socially distanced seat as marked out by the academy. Once they have eaten, students will be permitted to move to an area demarcated for them. Year 10 will have access to space on the netball court playground/running track. Community classroom will use the table tennis area.



Uniform

All uniform expectations remain the same as usual and we expect students to wear the correct uniform. If students do not have the correct shoes, we will allow them to wear trainers until the end of the year. **All students MUST wear the academy blazer, tie and bag in the academy and on their journey to and from home.** Sixth form students should wear business attire as usual.

Face coverings:

In the academy, we do not recommend face coverings to be worn but we understand that some students and staff may feel more comfortable using a face covering. Staff and students will need to observe the following rules:

Face coverings:



In light of the seriousness of the C-19 health risk, any act that staff deem inappropriate behaviour will be treated seriously. Due to the limitations of operating the academy during the crisis, we will not operate the usual range of sanctions. Students who require sanctioning will be isolated immediately and could be placed in the PRC to work in isolation, or may receive a Fixed Term Exclusion.

The following behaviours are strictly forbidden:

- Spitting or gesturing the action of spitting
- Pretending to move closely to someone
- Intentional coughing
- Claiming other members of the community are unwell/have Coronavirus
- Spreading misinformation/rumours

Mobile phone policy (unchanged)

Mobile phones, earphones and tablet computers are not to be seen at all within the academy site. This means that students should have everything in their bag or blazer pocket switched off as they enter the premises and until they leave the premises. All electronics are brought in at the owner's risk. We understand that mobile telephones are a necessary form of contact but we advise students not to bring a mobile phone. We operate a 'not seen, not heard' policy whereby none of these items are to be seen in the academy. Any items seen will be confiscated by staff and returned at the end of the academy day.

Re-integration video: Social distancing /Health and Safety

This video will be used to educate staff and students on the expectations surrounding routines, culture and ethos at APA during the C-19 socially distanced opening period. The video will demonstrate the academy day from start to finish and will be watched by all students on their first morning session back at the academy. It is also available on our website for parents and will be seen by staff.

APA Home/Academy Agreement

Below is a C19 updated academy agreement

When students have completed their orientation meeting on their first day in the academy – they will be expected to sign this document as an indication of their commitment to upholding the safety and wellbeing of others.

Ark Putney Academy Home-Academy Agreement Covid-19 Addendum



Preparing every student to be a pillar of any community

This agreement clarifies and summarises how parents, carers, the Academy, and the student can work to support one another during this crisis. This guarantees a student's success in achieving and enjoying the Academy during social distanced learning. Please read the expectations thoroughly and sign at the bottom. This will go onto the student's file.

Ark Putney Academy's responsibilities Staff at APA will:	Parents and carers responsibilities I/we will:	Student responsibilities I will:
<ul style="list-style-type: none"> • Provide you with a safe Community where students can return in a managed fashion to re-start their learning at APA. This includes <ol style="list-style-type: none"> 1. Limited numbers in attendance (50 students per day across the entire academy) 2. Continuous cleaning rota, with additional cleaning staff on site throughout the day 3. Policy on travel to and from the academy 4. Distanced entry/exit 5. Capacity for all students to cycle and lock their cycles safely, distanced 6. Spaced registration areas 7. Sanitisation points throughout and ample opportunity to use them 8. Set rooms for students to use during C-19 that will not be used by other students at all 9. Spaced seating in communal areas, and spaced areas for unstructured times • Show Commitment by having the highest expectations for attainment, progress and behaviour. • Ensure students experience outstanding teaching and learning and that they are actively engaged. • Grow Independence by providing thorough home learning resources and pastoral care for students who are not in the academy. 	<ul style="list-style-type: none"> • Show Commitment by ensuring that my/our child attends the Academy every time their timetable dictates this. • Grow Independence and Community safety by encouraging my/our child to travel on foot or by bicycle. • Ensure that my/our child wears correct uniform to and from the Academy including tie, blazer, bag (trainers permitted until July) • Develop Enthusiasm and Independence by discussing work set for online learning and encourage my/our child to complete it to a high standard. • Contact APA to discuss issues that may be affecting my/our child's learning or behaviour. • Support our Covid-19 Community and all of its policies including the social distancing and lesson protocols including seating plans and remaining seated. • Provide my child with enough food for them to be comfortable during the day, using FSM vouchers provided by government if necessary. 	<ul style="list-style-type: none"> • Show Commitment by attending the Academy on time, on my timetabled days. • Show Independence by ensuring I am at the Academy by 8.50am. • Put Effort into my classroom attitude. • Put Effort into my online learning so that I don't fall behind • Wear the correct uniform to and from the Academy; tie, blazer, bag (trainers permitted until July) Use the equipment provided by the academy only. • Be Independent; do not share any equipment or food. • Report any wrongdoing in our Community. • Show Community by following APA's C-19 behaviour policy at all times. behave in a way that helps keep everyone safe, specifically: <ul style="list-style-type: none"> - Remaining 2M from any person at any time - Respecting 'hands to yourself' - Follow the one-way system - Complete all work set (at APA and at home)
Name (please print)	Name (please print)	Name (please print)
Signed	Signed	Signed