

# **Parental Guidance on the Re-opening of School**



**2020-21**

**Preparing every student  
to be a pillar of any  
community**

## Introduction

As you will be aware the government announced that **all students** will return to school full-time in September and issued guidance regarding how to plan for this ensuring the safety of all members of the community. To ensure that we are compliant with these guidelines we will need to make changes to the curriculum, calendar and school day. Due to the changing nature of the situation and the impact of virus on society we will be constantly reviewing our plans in the first half of the autumn term.

Priority has been given to securing the curriculum and teaching specialisms across the academy, to sustain the quality of teaching and learning, in conjunction with maintaining our systems and routines which are essential in managing the students effectively.

This booklet provides a guide to the changes that we will be implementing. It is important that you read through this carefully and discuss it with your child as it outlines changes to the structure of the day/school and routines which impacts on how lessons are delivered and our expectations regarding behaviour.

## Revised Calendar

We have made some changes to the school calendar to ensure that we have enough inset time to prepare for the students to return to the academy. Please refer to this version for the remainder of the academic year.

Start	End
<b>Wednesday 26 August 2020</b>	<b>AM: SLT meeting</b> <b>PM: New staff induction</b>
Thursday 27 August 2020	INSET
Friday 28 August 2020	INSET
Monday 31 August 2020	<b>Bank holiday</b>
Tuesday 1 <sup>st</sup> Sept 2020	INSET
Wednesday 2 <sup>nd</sup> Sept 2020	INSET
Thursday 3 <sup>rd</sup> September 2020	First day back for Year 7
Friday 4 <sup>th</sup> September 2020	Second day for Year 7 Year 12 /13 'one to one' interviews
Monday 7 <sup>th</sup> September 2020	<b>Pillar Day year 8 and 9 only</b> <b>Year 7 alternative activities</b> Year 12/13 'one to one' interviews
Tuesday 8 <sup>th</sup> September 2020	<b>Pillar Day year 10 and 11 only</b> <b>Pillar Day – sixth form</b> <b>KS3 to remain at home</b>
Wednesday 9 <sup>th</sup> September 2020	All students return to school
Tuesday 20 October 2020	Last day of half term
<b>Wednesday 21 October – Friday 30 October 2020</b>	<b>Half term</b>
Monday 2 November 2020	INSET
Tuesday 3 November 2020	First day back for students

Friday 4 December 2020	ARK INSET DAY
Monday 7 December 2020	INSET
Friday 18 December 2020	Last day of Autumn term
<b>Monday 21 December 2020 to Friday 1 January 2021</b>	<b>Christmas holidays</b>
Monday 4 January 2021	INSET
Tuesday 5 January 2021	INSET
Wednesday 6 January 2021	First day back for students
Friday 12 February 2021	Last day of half term for students
<b>Monday 15 February to Friday 19 February 2021</b>	<b>Half term</b>
Monday 22 February 2021	First day back for students
Friday 26 March 2021	ARK INSET DAY
Wednesday 31 March 2021	Last day of Spring term
<b>Thursday 1 April to Friday 16 April 2021</b>	<b>Easter holidays</b>
Monday 19 April 2021	INSET
Tuesday 20 April 2021	First day back for students
Monday 3 May 2021	<b>May Day Bank Holiday</b>
Friday 28 May 2021	Last day of half term
<b>Monday 31 May to Friday 4 June 2021</b>	<b>Half term</b>
Monday 7 June 2021	First day back for students
Friday 2 July 2021	ARK INSET
Friday 23 July 2021	Last day of Summer term

## Staggered Return to School

To ensure that social distancing is observed, we will be staggering the start of the school term for each year group to ensure that we can provide a high level of pastoral support and induct students into our new culture and ethos routines, which include changes to how we use the site, breaktimes and the journey to and from school. We have also staggered the times of the day slightly to ensure that social distancing is possible as your child approaches and leaves the site.

These are the original timings of the school day:

Times	Lessons Monday - Thursday
8.30-8.50am	Tutor
8.50-9.40am	Period 1
9.40-10.30am	Period 2
10.30-10.50am	Break
10.50-11.40am	Period 3

Times	Lessons - Friday
8.30-8.50am	Tutor
8.50-9.40am	Period 1
9.40-10.30am	Period 2
10.30-10.50am	Break
10.50-11.40am	Period 3

11.40-12.30pm	Period 4
12.30-1.20pm	Lunch
1.20-2.10pm	Period 5
2.10-3.00pm	Period 6
3.00-3.10pm	Tutor

11.40-12.30pm	Period 4
12.30-1.10pm	Shorter Lunch
1.10-2.00pm	Period 5
2.00-2.10pm	Tutor
2.10-4.00	Co-planning (staff)

**Please note the following start days/timings and entrance points for each year group below for the start of term. These timings**


Year 7	<b>Thursday 3<sup>rd</sup> September – Monday 7<sup>th</sup> September</b> (3 days of Pillar induction)	Gates will open at <b>8.00 for an 8.25 start</b> through the Pullman Gardens Entrance 2 and assemble on the Elephant playground Lunch will be provided for all students for the first two days of school. Students will be <b>dismissed at 3.00 (Friday 2.10)</b> <b>The academy will be closed for this year group on Tuesday 8<sup>th</sup> September and they will return full-time Wednesday 9<sup>th</sup></b>
Year 8	<b>Monday 7<sup>th</sup> September</b> (1 day of Pillar induction)	Gates will open at <b>8.00 for an 8.25 start</b> through the Pullman Gardens Entrance 2 and assemble on the hard court. Students will be <b>dismissed at 3.00 (Friday 2.10)</b> <b>The academy will be closed for this year group on Tuesday 8<sup>th</sup> September and they will return full-time Wednesday 9<sup>th</sup></b>
Year 9	<b>Monday 7<sup>th</sup> September</b> (1 day of Pillar induction)	Gates will open at <b>8.00 for an 8.25 start</b> through the Pullman Gardens Entrance 2 and assemble by the sports hall. Students will be <b>dismissed at 3.00 (Friday 2.10)</b> <b>The academy will be closed for this year group on Tuesday 8<sup>th</sup> September and they will return full-time Wednesday 9<sup>th</sup></b>
Year 10	<b>Tuesday 8<sup>th</sup> September</b> (1 day of Pillar induction)	<b>Gates will open at 8.30 for an 8.45 start</b> through the Haywards Gardens Entrance 2 and assemble on the MUGA in Zone 1. Students will be <b>dismissed from 3.20 onwards (Friday 2.30)</b>
Year 11	<b>Tuesday 8<sup>th</sup> September</b> (1 day of Pillar induction)	<b>Gates will open at 8.30 for an 8.45 start</b> through the Haywards Gardens Entrance 2 and assemble on the MUGA in Zone 2. Students will be <b>dismissed from 3.20 onwards (Friday 2.30)</b>
Year 12/13	<b>Friday 4<sup>th</sup> and Monday 7<sup>th</sup> Sept</b> Tuesday 8 <sup>th</sup> September	1 to 1 Interviews – students will be designated a slot <b>Arrive at 8.30</b> and go straight to form rooms through Haywards Gardens Entrance 2 Students will be <b>dismissed at 3.20</b>


	Pillar Induction	<b>(Friday 2.10)</b>
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## The Five APA Social Distancing Rules


A key priority for the academy is keeping both staff and students safe and minimising the chances of the virus spreading. We have five basic rules which all students must comply with 100% of the time. There is no room for negotiation with regards to these rules. These will be shared with students during their pillar induction days and will be clearly displayed around the academy. It is important that you are aware of these rules and discuss them with your child before we return to the academy.


### 5 KEY RULES


at APA for social distancing 

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**1 Metre Rule**  
(No touching, hugging, physical contact)
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**Stay in year bubble zone at all times**
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**Straight home - no waiting**
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**Single file corridor - walking on the left**
- 

**Wash hands at every opportunity**

#STOPHESPREAD

## Changes to the Curriculum and Setting

Educational experience and quality teaching and learning is a priority for us as an academy and therefore we will be running as normal a curriculum as possible. Students will move around the school to lessons and follow a regular timetable. Students have been placed in year group bubbles with the sixth form being combined together in one bubble. To try and minimise the number of students mixing with other students within the bubbles and safeguard against the virus, we have, where possible limited the mixing of class groups. This has been predominantly possible at KS3 where students are broadly banded into groups rather than in sets for individual subjects. This has also been applied to tutor groups and may result in your child being placed in a different tutor group to last year.

## Amended /Staggered times of the day

In line with government guidelines we have decided to stagger the day for different year groups. This allows us to limit the number of students coming into the grounds and building at any one given time and should alleviate some of the pressure on local transport systems.

The diagram below indicates the times for each year group. However, the academy reserves the right to stagger these further depending on how effective the students are in clearing the site and the bus-stops

Year group	Year 7	Year 8	Year 9	Year 10	Year 11	KS5
Line up	8.25	8.25	8.25	8.45	8.45	Straight through
Start time	8.30 led to Tutor	8.30 led to Tutor	8.30 led to Tutor	8.50 P1 lesson	8.50 P1 Lesson	8.30 Tutor
Finish approx.	3.10	3.10	3.10	3.20	3.20	3.00
Friday Finish Approx	2.10	2.10	2.10	2.20	2.20	2.00

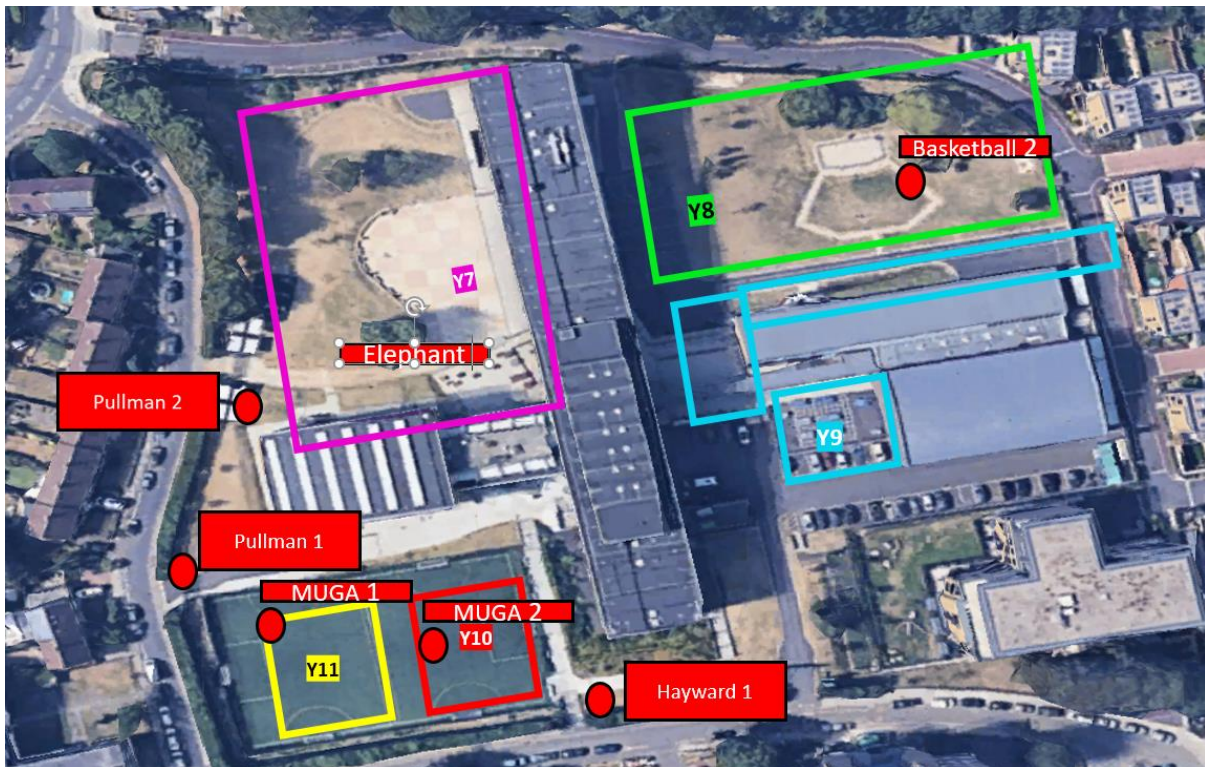
## Site Entrances and Exits /Playground Space

In addition to the above and to support the implementation of student bubbles we will be expecting students to follow our instructions regarding their social spaces and entrances to the academy. All year groups have been allocated a playground zone as listed below. Students will be given a year group lanyard, which they will be expected to wear at all times. This will contain their timetable and all computer details.

**Students must remain in their allocated social zone at all times.** This is where they will meet before school, line up and be dismissed from. In addition, students will have specific entrance and exit points to the academy. Students who do not adhere to these arrangements will be issued a sanction as per the behaviour

policy. The details of entrance points and student zones are listed below and are sign-posted on the map. As per the behaviour policy students are not allowed to use the toilets during lessons. At break and lunch time students will be allocated toilets on the ground floor. The sixth form will use the toilets in the Upper Foyer. We have employed extra cleaning staff, who will be on duty throughout the day ensuring that shared areas such as toilets are regularly sanitised.

Year group	Year 7	Year 8	Year 9	Year 10	Year 11	KS5
Gate /line up zone	Pullman 2 Elephant	Pullman 2 court	Pullman 2 Table Tennis	Hayward Grns MUGA 1	Hayward Grns MUGA 2	Pullman 1 to reception



## Expectations – Moving around the Site

Students will be expected to move around the site in a socially distanced manner. This means that they follow the one-way system at all times and walk in single file. The direction of travel around the site is south to north. The south stairs can only be used for going upwards and the north and middle stairs can only be used for coming down.

Social distancing of one metre will be applied and students need to adhere to this at all times. We have increased the number of line-ups throughout the day as this makes it easier to walk students through the site safely. Dismissals from lessons will be staggered/timetabled to avoid any congestion in the corridors.

## **Expectations – Travelling to and from the Academy**

Due to concerns regarding the use of public transport we strongly advise that if you live within a 2- mile radius of the academy, that students walk or cycle to school. We have plenty of cycle racks at the academy so that bicycles can be stored safely. In addition to their bicycle, all students need to wear a helmet and bring a lock to school. If your child is intending on using public transport please ensure that they have a face covering, which they need to safely remove before they enter the site and that they have left additional time for their journey given the restrictions on buses, tubes and trains.

The school day has been deliberately staggered to ensure that there is no clustering of students outside of the site or around the bus-stops at the end of the day. It is important that once students are dismissed they start their journey home immediately and do not wait for anyone else from a different class or year group. Staff will be supervising the local area at the end and beginning of the day and all students must follow their instructions around social distancing to minimise the chances of the virus spreading.

## **Expectations – Classroom teaching**

We have had to make some adaptations to classroom teaching to ensure that students and staff are as safe as possible. The government guidelines acknowledge that in order to have a full return to school, social distancing in a classroom is not viable but as explained above 'bubbling' students is the best way to contain the virus. Teachers will now be asked to teach from the front of their class for the majority of the time and ensure that they minimise their close face to face contact with students. As you will be aware the risk to students from the virus is minimal but the risk to adults is more substantial. To enable full school to be maintained it is imperative that staff health and wellbeing is prioritised. This means that students must follow the APA social distancing rules at all times and be 100% compliant following the C System with regards to staff instructions. Disruption of any kind may compromise staff safety and will not be tolerated. Students do not need to wear masks during lessons.

## **Expectations – Attendance /Punctuality**

Attending school in September is a legal requirement for all students. This means that we expect everyone to attend from the Pillar Induction days onwards. The usual arrangements for non-attendance at school including the tiered response cumulating in fines for non-attendance will apply. As a parent, if you consider your child to be vulnerable, we can arrange for you to visit the site and complete a risk assessment. Please contact your child's Head of Year if you require further information.

It is crucial that all students arrive at school on time. As stated before public transport may not be as accessible due to restrictions. This must be factored into the journey time each morning as a late detention will be automatically applied if your child arrives late for school.



## Expectations – Uniform /Equipment

### Face Masks

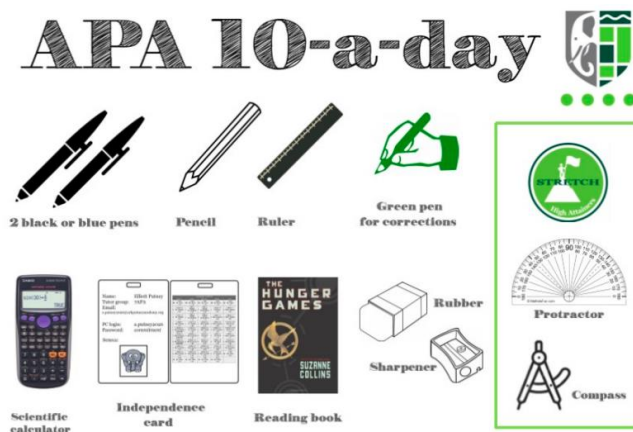
As you will be aware the government has changed their guidance on face masks. The academy's expectation is that students will not wear face masks in any lessons. We review the use of face masks in corridors and at breaks in accordance to the government guidance and the local rate of infection.

Uniform expectations remain high and students are expected to adhere to the policy, which is attached with this booklet. As a reminder, all students should wear proper black school shoes and all students in years 7-10 must have an APA bag. If your child wishes to wear earrings, they are allowed one small pair of metal studs. (no diamante or pearls) Please note that facial piercings, extreme haircuts and shave marks in eyebrows are not allowed. Students must ensure that their hair is not bleached or dyed an unnatural colour. Please read our uniform policy carefully as I do not want parents to spend money buying the wrong items.

Please ensure that your child has a filled water bottle and a waterproof coat/umbrella as there will be no wet break arrangements. Breaches of uniform will be treated in the same way with students being isolated from the community until the situation is rectified and a detention being issued. Our uniform is available to purchase on line at <https://khalsaschoolwear.co.uk/>

**We also advise that your child has some anti-viral wipes and gel in their school bag at all times**

Students must not share equipment – as a parent you must ensure that you child has a well-equipped pencil case containing the APA 10.



## Lunch and Break-Time Arrangements

Students will be dismissed from lessons in a staggered manner to their allocated social zones listed above. They must remain in their zones and not attempt to mix with other year groups to observe the rules around their allocated bubbles.

There will be no breakfast available when we return in September. This will be reviewed at October half term. This means that it is more important than ever before that each student has breakfast before they start their journey to school

**As stated in my previous correspondence for the first two weeks of term we will only be providing a dinner service for students who are FSMs. Full food service will resume after this.**

The Sixth Form will have access to the new café at all times. To ensure that social distancing is adhered to, they will be encouraged to collect and eat food outside of the allocated break times when they are free just before or after breaks.

**Break food will be available to two year groups in KS3/4 per day which will be set out in a rota.**

At lunch students will be called from their social zone to the designated eating area

Designated area 1: Trunks (dining hall)

Designated area 2: The school hall

At Lunch time the school hall will only serve grab and go food

Student will be able to eat outside in their zones but must be responsible for all of their litter

**Students must not share food or drinks at any time to prevent the spread of the virus**

## **After School Clubs and Detentions**

There will be no afterschool clubs initially as we cannot secure students into year group bubbles for clubs. This will be reviewed at October half term depending on further government guidance.

Detentions will continue to run throughout the week. Detentions will be issued on the same day for the same reasons as last year:

1 Non-completion of homework

2 Late to school

3 Being removed from lessons

4 Uniform infringements

KS3 students will be escorted from line-up on the playground and KS4 will be brought down by their tutor.

KS3 detention: 3.00 – 4.00

Ks4 detention 3.20 – 4.20

KS5 Compulsory Catch-Up 3.00-4.00

SLT detention will run for two hours on a **Thursday** night starting at the times above.

## **COVID- 19 Specific Arrangements**

If your child or any member of your family is displaying COVID symptoms you must not send your child into school. You must inform us through the normal attendance channels why they are absent from school and immediately book a COVID test at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

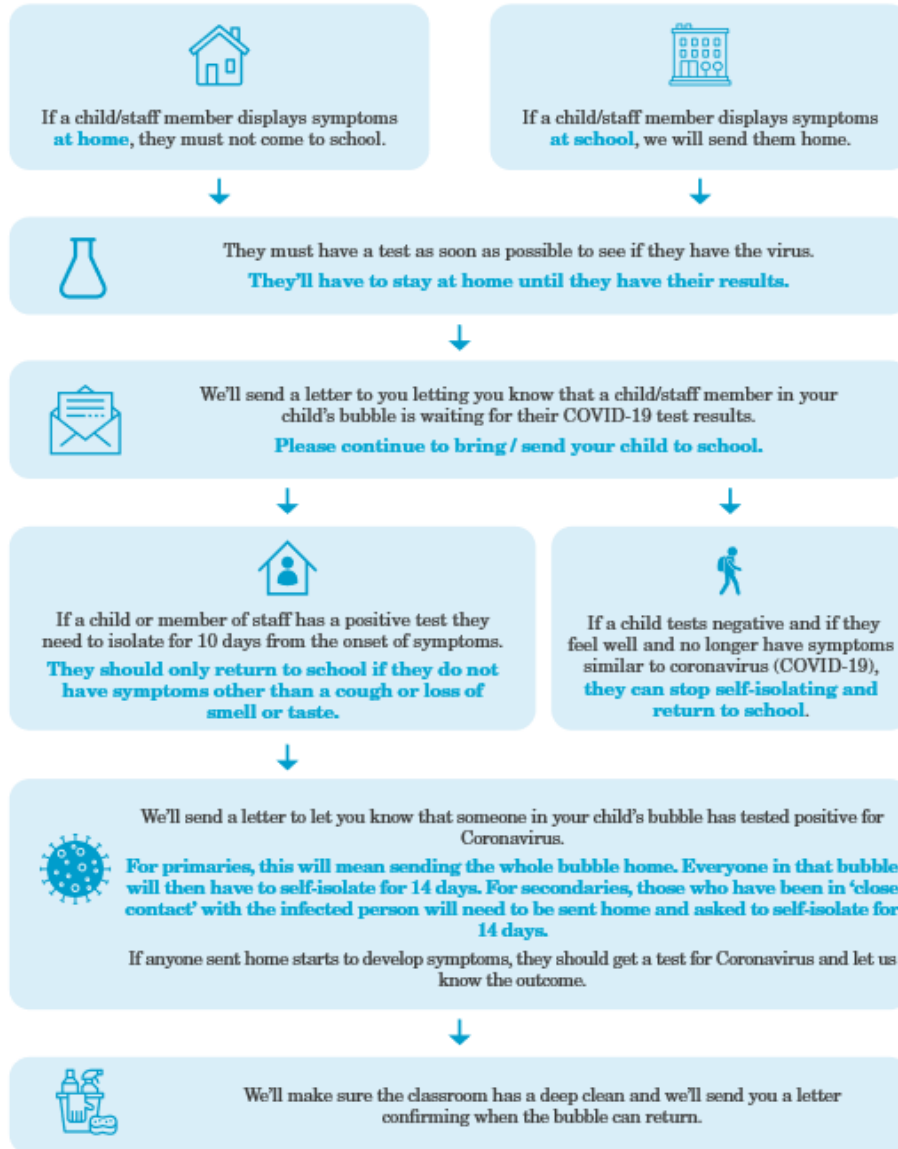
If your child displays symptoms in school, they will be isolated in the medical room until they can be collected.

**Please note that it is crucial that we can contact a parent or a family member at all times. You must ensure that your numbers on our system are updated on a regular basis. If we cannot contact you for any reason it is a safeguarding concern which will require escalation.**

**Below is a flow chart which explains the process of having a suspected case of COVID.**

## The process:

What happens if a child or staff member shows symptoms of the Coronavirus (COVID-19).



## Parental Contact and Meetings

Due to the current situation we will be minimalising the number of face to face parental meeting. The only face to face meetings will be held with SLT. The main point of contact between staff and parents must be email, telephone or MS TEAMS. There will be certain circumstances where face to face parental meetings are required such as prior to re-entry after an exclusion or if a student is jeopardising the safety and wellbeing of others. These will be conducted a socially distanced manner in a well ventilated room.

**Parents can only come on site to meet with staff if they have a prior appointment. This is to ensure that our staff remain as safe as possible.**

## **Digital Learning Strategy**

During the last six months we have relied more and more on digital learning to ensure that students are completing work at home. The next academic year is unknown with regards to further local lockdowns and school closures. The academy will be preparing for all eventualities and will be developing a digital learning strategy which includes the use of the MS TEAMS platform. When students return to school they will be issued guidance on this including using TEAMS to access their home learning, which will replace SMHW. Please can you ensure that MS TEAMS is downloaded to all your household devices and phones.

Alison Downey

APA Principal

26/8/2020