

17<sup>th</sup> July 2020



Dear Parents and Carers

We are coming to the end of an eventful academic year and I imagine your children are experiencing mixed emotions about leaving primary school and moving on to high school. I am sorry that we have been unable to offer our usual transition events but I hope that you have found the videos, tours and introductions useful on our transition section of our website. We are very much looking forward to welcoming your child to Acle Academy. The following information will outline the steps we are taking to open fully in September.

The school will be closed throughout August due to an electrical upgrade, which will also mean our phone lines will be out of operation. For any queries during the school holidays, parents and carers should email [info@acle.norfolk.sch.uk](mailto:info@acle.norfolk.sch.uk).

### **September Opening**

We are looking forward to welcoming all students back to school in September.

As we have been unable to provide a transition day for new Year 7s in the Summer Term, **Monday 7<sup>th</sup> September will be for Year 7 and Year 11 only**. All years will return fully on Tuesday 8<sup>th</sup> September.

In line with government guidelines for full reopening of schools, we will be implementing a number of changes to our operational procedures.

Full details of the Government guidelines can be viewed at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The main challenge that we face at secondary schools is to keep students in year group bubbles whilst still delivering a full and rich curriculum. We have planned to achieve this by restructuring the school day, creating a one-way system around the school and creating individual zones for students during social times. We will be offering the full curriculum to all students and we will follow our normal school timetable. We have followed the DFE guidance, Norfolk County Council compliance code and risk assessment in all aspects of our planning for full reopening.

### **Structure of the School day**

In order to facilitate the year group bubbles we have restructured the school day. Form time has been moved from the beginning of the day to lunchtime to allow a split lunch and we have extended period 2 to incorporate break time. Students will go straight to period 1 on arrival at school. We would like to ask that students do not arrive at school before 8:40.

## Structure of the School Day

<b>8:40-8:55</b>	Arrival	
<b>8:55-10:00</b>	Period 1	
<b>10:00-11:15</b>	Period 2 and break	10:00-10:15 - Year 10 break 10:15-10:30 - Year 8 break 10:30-10:45 - Year 9 break 10:45-11:00 - Year 7 break 11:00-11:15 - Year 11 break
<b>11:15-12:15</b>	Period 3	
<b>12:15-12:50</b>	Lunch 1 / Form 1	Year 10 & 8 - lunch Year 7, 9, 11 - form
<b>12:50-1:25</b>	Lunch 2/ Form 2	Year 7, 9, 11- lunch Year 10 & 8- form
<b>1:30-2:30</b>	Period 4	
<b>2:30-3:30</b>	Period 5	

## School Transport

Norfolk County Council have confirmed that it is not feasible for schools that rely on dedicated transport to stagger start and finish times. Therefore, all children will travel together at the usual times. To mitigate the risk of year groups mixing on dedicated school transport, **children will need to sit in together in Year groups**. Students travelling on public transport are reminded of the government regulations regarding face coverings. Students will need to safely remove their face covering on arrival at school, ensuring that they do not touch the front of the face covering when in use or during removal. They must then place their face covering in a plastic bag for reuse.

Whilst waiting for transport, students should maintain a 2-metre distance from other students not in their year group bubble and from members of the public.

Students who travel by car, should be dropped off outside of the school and walk into the school premises entering via the lower tennis court entrance.

Students who walk to school should only walk in groups of students in their own year group bubble; they should enter via the lower tennis court entrance.

Students who cycle to school leave their bicycle in the bicycle racks, ensuring they give space to other children using it at the same time, then enter school via the lower tennis court entrance.

The Government is keen to encourage students to cycle or walk to school wherever possible.

## Arrival at School

Students who arrive by foot, car or bicycle will enter school via the lower tennis court entrance. Students will enter the school building via Entrance 2 and will be provided with hand sanitiser on arrival. They will proceed to their first lesson via the one-way system.

Students who arrive by bus or taxi will be met by a member of staff and escorted to Entrance 1. Students will need to remain on the bus until a member of staff has ensured that the entrance area is clear. Students will be provided with hand sanitiser on arrival and will need to proceed to their first lesson via the one-way system.

Please note; the back gate will not be in operation for arrival to school. All students must enter via the tennis court entrance.

### One-Way System

The school will operate a one-way system during all transition times. A map of the one-way system will be shared with students via Google Classrooms and explained to students on their first day. Students will need to follow the one way system at all times with the exception of during lunch and break. Students must use the one-way system when they move to and from their break/lunch zone.

### Social Zoning- Break and Lunch

All students will have their 15-minute break in the canteen, main hall and outside quad area. Students are assigned a different break time per year group and will be supervised by their period 2 teachers. Students will be able to access the maths block toilets and move freely within the zone at break time.

Lunch time will be split across the school with Year 10 and Year 8 going to lunch first whilst Year 7, 9 and 11 have tutor time. The year groups will then swap for the second half of the lunch break. Each year group will have a dedicated zone, which will include an outdoor space, indoor space and food distribution point. A member of the leadership team on duty will supervise students in each zone. Students will be able to move freely within their zone at lunchtime but must not access another year group's zone.

### School Meals

Our catering providers, Norse, will be taking a staggered approach back to the usual wide menu operations and will be providing a limited menu within the first two weeks. Norse have also confirmed that their Covid Secure operating procedures mean that they will no longer be accepting cash during the autumn term.

Initially, we will be unable to offer the usual breakfast service. Norse will provide a snack option at break time to the value of £1. Students will be able to purchase break time snacks using cash as Acle Academy staff will operate the tills. We would ask students to try to ensure they have the correct change.

For students who wish to have a main school meal, Norse will be offering a boxed meal at the set price of £2.30. The boxed meal will include the meal of the day or a choice of jacket potato and filling plus a dessert or fruit. Students who wish to purchase a boxed meal or a have a free school meal entitlement **will need to order in advance via Scopay, our cashless system. You will receive a letter asking you to register. This cashless system is also used to pay for trips and materials.**

Please note; the school canteen will be unable to provide drinks so students will need to ensure they bring their own drink to school.

### Classroom routines

Students will be provided with hand sanitiser on their entry to and departure from each lesson. Students will also be encouraged to use sinks in classrooms to wash their hands. In line with DFE

guidance, all desks will be arranged in rows to allow students to face the front of the room. Staff will have a designated teaching zone within the classroom and will remain in the designated teaching zone as much as possible. The DFE guidance states that, '**adults should maintain a 2 metre distance from each other and from children**'. We appreciate that this may not always be possible within a learning environment but staff will try to ensure that they minimise time spent within a one metre proximity of students and other staff. All classrooms will be fully ventilated with windows and doors open. Each classroom will contain a cleaning station, sanitiser, tissues, antibacterial wipes and a lidded bin for tissues.

### **Teaching and Learning**

In designing the operational changes, we feel it is important for us to offer the full range of curriculum as we usually would. Covid Secure regulations will prohibit some of our usual teaching and learning routines, however, staff have adapted a range of activities to ensure that we are able to offer the best provision possible. Students within the same year group will be able to access shared learning resources freely. As part of our collective social responsibility ethos students will be encouraged to sanitise shared resources under direct supervision of adults to ensure safety.

Teachers will reduce their use of handouts, textbooks and resources, which involve passing materials. There will be exceptions to this in some subjects. Where students are provided with specialist materials, they will be left for 72 hours and then cleaned before further use by a different year group. Paper resources will be left for 48 hours before distribution.

Exercise books will be used as students' personal learning journals and will not be regularly taken in and marked by staff. **Student assessments will be completed on separate paper or online.** All assessments will be left for 48 hours before being marked or handed back to students. Students will still receive the usual feedback on their work and areas of success and improvement.

Students will be able to take books and other resources home and measures will be put in place to ensure that books and resources are not a source of transmission

Students will be provided with a mini white board pack, which they will need to use in every lesson. This will help ensure communication of learning with their teacher. Teaching Assistants will still support students who need help in lessons, but they will be mindful of minimising contact within one metre.

### **Equipment list needed**

Students should avoid sharing personal equipment, even within their own year group. Students will need to ensure they have their own equipment. Please ensure that your child brings the following equipment to school every day:

- Pencil
- Blue/black pen
- Green pen
- Ruler
- Pencil sharpener
- rubber
- Glue stick
- Highlighter

- Protractor
- Compass
- Set squares
- Scientific calculator
- Water bottle

### **Departure**

At the end of the day, students who walk, cycle or are collected by parents will be invited to leave the classroom first. The back gate will be open in the afternoon. Students should follow the one-way system to their nearest exit and exit the school site promptly.

Students who use dedicated school transport including taxis will remain in the classroom until their bus/taxi is called. Staff will supervise the boarding of dedicated transport.

All students will be encouraged to wash their hands or use sanitiser on departure from the building and should wash their hands again when they return home.

### **Collective Social responsibility**

As part of our Covid Secure approach students will be encouraged to frequently wash their hands or use sanitiser on entry to school, between lessons, before eating and on leaving the school site. Staff will emphasise the 'Catch it, Bin it, Kill it' national strategy as part of ensuring good respiratory hygiene. The school will also promote collective social responsibility in terms of being Covid Secure. The DFE guidelines state that, 'older children should be supported to maintain distance and not touch staff or peers where possible.' Students should maintain a 2-metre distance wherever possible and especially in interaction with other year group bubbles. Students will be encouraged to take responsibility for cleaning their areas and shared specialist equipment (under staff supervision) and using safe resources. The school will promote a collective responsibility that we are all responsible for own interactions, physical proximity and use of equipment and resources. Students will be encouraged to maintain social distance in the local community as well as within the school site.

### **Physical Education and practical subjects**

Some aspects of the PE curriculum will be adapted in line with DFE guidance. **Students will need to come to school in their PE uniform on days that they have PE** as we will be unable to use the changing room facilities.

There may be adaptations to practical subjects. Wherever possible, we wish to offer the full curriculum of practical based learning. Heads of Department in all subjects will carry out risk assessments in line with Covid Secure guidelines to ensure we can offer practical learning whilst maintaining safety. Contact sports will not take place, along with activities that encourage shouting, singing or group use of wind/ brass instruments.

### **Cleaning routines**

Cleaning routines will be enhanced across the school including frequent cleaning throughout the day of touch points and toilets. Each classroom will also contain a cleaning station for staff use throughout the day. Any materials used that are shared across year groups will be labelled and stored for 72 hours before cleaning and further use.

### **Extra-Curricular opportunities and Intervention**

We aim to re-establish our extracurricular activities and variety of intervention programmes that we offer, in the autumn term. Within the first few weeks we will focus on ensuring we are operationally secure, by establishing good routines and reviewing our procedures. Once we are back to a routine, we will begin to introduce our extra-curricular opportunities and interventions.

### **Catch up Support**

We understand that the remote learning experience has been different for different students for a variety of reasons. I would like to reassure parents and carers that students will not be penalised for missed work during the lockdown period. We will work with students to identify gaps in learning and ensure that key skills or knowledge missed will be caught up throughout the year. We will expect students to work hard when they return and we will help students get back into the routine of learning.

### **Pastoral Support**

We appreciate that all children and families have had a different experience of lockdown. We will be prioritising mental health and wellbeing in our approach to curriculum and additional support. Our pastoral team will be here to support all students and families in their return to school. If you have any concerns or issues you wish to discuss, please email [engage@acle.norfolk.sch.uk](mailto:engage@acle.norfolk.sch.uk)

### **Attendance**

The Government is very clear on its expectations regarding attendance in September: 'Education is not optional and it is vital for all children to return to school to minimise the possible longer term impact of the pandemic on children's education, wellbeing and wider development.' We appreciate that many students and families will be feeling nervous about returning to school. The prevalence of coronavirus has decreased and measures are in place to make schools a safer environment. The school wishes to work with families who may be feeling anxious about returning. If you have concerns for your child or another family member, please contact Mrs Bryant, our Attendance Officer, or myself directly.

### **Behaviour**

Our normal school rules regarding behaviour will still apply. As young adults, students are expected to adhere to social distancing and the systems and controls that have been put in place regarding zones and the one-way systems. Detentions will operate at lunchtime on a year group basis. Students who infringe social distancing will be reminded of the rules. Any persistent infringement of social distancing or behaviour which is deemed anti-social and shows a deliberate lack of respect for others, will result in sanctions and may result in a fixed term exclusion. Our reflection room will still be in operation and we will encourage students to reflect and discuss any infringements of school rules. We will be teaching students the importance of collective social responsibility and their role in promoting the welfare and safety of others.

### **First Aid and medical conditions**

If a student requires first aid, they will be encouraged to self-care under direction from a trained first aider, adhering to social distancing. If the nature of the injury/illness requires first aid contact, staff will use PPE. All students with existing medical conditions will have an individual risk assessment that will be shared with staff. Students with protected characteristics have been considered in the operational plans.

### **Actions for a suspected case**

If a child develops symptoms, they will be cared for in a protected area and parents will be immediately contacted to collect their child. If your child develops symptoms, you should visit the NHS website and arrange a test. Any symptomatic person should self-isolate for 7 days and all members of the household should self-isolate for 14 days. If the test result is negative, the student can return to school and the household can finish their self-isolation. If the result is positive, members of the class/year group will be contacted and asked to self-isolate for 14 days.

Families will be advised by the school about testing arrangements where it is required, and will be asked to share test results with the school as soon as they are known.

Children may be asked to isolate if a member of their group tests positive for Covid 19. Any child that is isolating will be immediately provided with remote learning via ClassCharts and Google Classrooms.

In the event of an outbreak, the school may need to partially or fully close. Students will be able to access remote learning via ClassCharts and Google Classrooms or paper based resource packs.

### **Contacting the school**

Please can we ask that parents do not visit the school grounds unless necessary. If you must visit the school grounds, please ensure only one parent from the household visits and please ensure social distancing at all times. Please do not park in the school grounds to collect your child. If you need to report an absence, please contact the main school office using the usual procedures. If you suspect your child has symptoms of coronavirus, please do not send them into school. Please notify the school immediately if you suspect symptoms and arrange a test via the NHS website.

If you have recently changed your contact details, please notify the school as soon as possible. This is especially important to support the test and trace system.

### **Additional information**

- Students are expected to return in full school uniform. Students should wear their PE kit on days they have PE. Clothing can be handled and washed as normal.
- Students will be able to access the library via their English reading lesson and they will be able to select and swap books. All students in Years 7-10 will have a chance to select their 15x15 reading book and will need to ensure they have it with them at all times.
- Students are encouraged to bring their own sanitiser and tissues to school.
- Students should limit the amount of personal belongings they bring into school each day.
- Students must not share personal equipment with each other.
- All students will need to bring in a water bottle as they will be unable to purchase drinks initially.

- The Department for Education has advised against staff or students wearing facemasks in school.
- The school will take every step to minimise visitors to the school site.
- Due to the position of our lockers, we will be unable to allow students access to lockers at this present time.

### **Support**

If you need support over the summer break, please contact the following services:

Just One Norfolk ( Children’s Health Service) - 0300 300 0123 / Text Parentline on 07520 631590

Childline - 0800 1111

Domestic Abuse helpline - 0808 2000 247

Early Help - <https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>

MAP - <https://www.map.uk.net/>

Matthew Project - For support with drugs and alcohol- <https://www.matthewproject.org/>

Nelson’s Journey - supporting through bereavement and with coronavirus fears - <http://www.nelsonsjourney.org.uk/coronavirus-anxiety/>

Online safety - <https://www.ceop.police.uk/safety-centre/>

I apologise that this has been a very lengthy letter but I felt it was important to share the operational procedures so all parents and carers can feel secure in our plans. I understand that many parents will feel anxious about the prospect of students returning to school but I hope that the above information can alleviate some of your concerns. If you wish to discuss any aspect of our operational plans, please contact me directly at [hwatts@acle.norfolk.sch.uk](mailto:hwatts@acle.norfolk.sch.uk)

I sincerely hope that every family has a safe and happy summer break and that you can enjoy a ‘normal summer’. Although the above measures may seem prescriptive and will undoubtedly be a change, the heart of our school and good education is based on relationships. Covid Secure measures will not change the relationships that we hold dear. We are truly, looking forward to welcoming your children to school and we will do everything in our power to make this an enjoyable and happy experience. Returning to school is vital for children’s education and for their well-being and we look forward to supporting your child with their development.

With best wishes



Helen Watts  
Principal

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