

September 2020 Sixth Form Re-Opening Parent/Carer's Guide

All information is subject to change – depending on
local/national guidance and circumstances



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Letter from the Principal

Dear Parents & Carers

I hope you and your families are safe and well. Following my letter sent on 15 July, I can confirm that the academy is in a position to safely reopen to all students in September. The academy site team have worked hard to ensure the site is ready for students to return and the Leadership Team have ensured their normal academic timetable is in place for students returning.

In order to welcome all children back safely in September, we have minimised the contact that students have during the academy day. This will be achieved through keeping year groups in separate 'bubbles' and adhering to social distancing guidelines. Consistent groups reduces the risk of transmission by limiting the number of students in contact with each other to only those within their year group.

Maintaining 'bubbles' that do not mix, makes it easier in the event of a positive case to identify those who need to self-isolate.

The only reasons students will leave their assigned block is to ensure they still have access to specialist classrooms such as ICT, Design, Food Technology, Music, Drama, Dance and PE. A one way system has been implemented at the academy to ensure that these classrooms can be accessed in a safe manner. Each year group will be allocated a particular toilet block to reduce movement around the site and mixing of year groups.

All students will have their normal teacher for each subject, we feel this consistency is paramount to offering a good quality education. Teaching staff will move between blocks to reduce student movement around the site.

As detailed in my previous letter, Years 7 and 12 will return on Wednesday 2 September to allow an effective transition. All year groups will then return on Thursday 3 September.

I hope you find the following guidance helpful and reassuring. If you have any immediate concerns or questions please contact the academy.



Paul Willerton
Principal

Covid Recovery Plan

Our focus when students return will be:

The Pastoral care and well-being to support students returning to the academy

The safeguarding and pastoral team have all undertaken training to further develop their skills in supporting students who may suffer with the return to the academy. Key staff have also participated in external training to support families who may have suffered a bereavement. The academy will also have a trained councillor on site one day a week.

Reviewing and adapting our teaching and the curriculum to ensure that students are not disadvantaged by the enforced academy closure

Curriculum Leaders have been working closely with teachers to adapt curriculum plans enabling key content covered remotely during lockdown to be re-covered. Teachers will be using regular low stakes assessment techniques in class to identify where there are gaps in student knowledge. These gaps will be addressed during lessons and also through the use of knowledge organisers and consolidation tasks set for home learning. Students will be provided with high quality personalised feedback from their teachers explaining the steps to take in order to improve. It is vital that your child acts on this feedback through the online platform Show My Homework. Each year group has a dedicated Achievement Leader who will be monitoring students closely and will organise intervention for any student who has fallen behind.

Supporting the most vulnerable in our community who may have struggled most during the lockdown.

In order to ensure the academy is providing support for all our community we have developed a recovery Pastoral Plan, this includes considerations for attendance.

All students will have individual meetings with their Head of Year within the first two weeks to support the phone calls that have been maintained during the lock down period. As further support the academy has reinforced the pastoral provision with a fully qualified Academy councillor on site one day a week as well providing on line and extra support.

All normal safeguarding procedures are fully in place and consideration has been taken for events that may occur. We have also ensured that all necessary staff have received training in regards to issues surrounding a student being involved in lock down.

Supporting those students making their transition into Years 7 & 12 at the academy.

Year 7 will take part in a transition and induction day on Wednesday 2 September. The day will follow the normal academy day starting at 8.30am and finishing at 2.40pm. Please refer to the Year 7 section on page 7 for further information.

Year 12 students will begin their studies on Wednesday the 2 September with a 'Welcome to Sixth Form' induction morning. This will begin at 9.00am. During Sixth Form enrolment, all students will have a one to one meeting with a member of the Leadership Team to advise them on appropriate courses/pathways. There will be a review process held after 4 weeks to ensure that students are successfully meeting the requirements of each of their courses. Any student identified as struggling with the demands of the courses will then have a further meeting with a member of the Sixth Form Leadership Team to agree appropriate support and intervention. We have recently appointed an Assistant Director of Sixth Form, Miss Gittins who will be available at all times to support students with any academic, pastoral or well-being issues.

Reducing risk in individual classrooms and around the academy

1. Removal of excess furniture and equipment that may increase risk (e.g. soft furnishings).
 2. All classrooms to be reorganised so students face to front and in rows.
 3. Students in Year 7 will be taught in their form groups (for most subjects) to ensure consistency and monitoring of 'close contact'. It will also allow them time to manage the transition into the academy.
 4. Each teacher at the academy uses seating plans and this will continue to support Track and Trace.
 5. There will be a two metre zone at the front to support staff social distancing.
 6. Sanitiser/wipes to be used by all at regular intervals during the day.
 7. The academy has increased its normal cleaning hours. Each block is assigned a cleaner to regularly be cleaning door handles, tables and equipment after use.
 8. Pedal bins have been purchased in each room. Students are reminded of the need to "Catch It, Bin It, Kill it".
 9. Windows and doors open as often as possible.
 10. When specialist equipment is used this will be thoroughly cleaned.
 11. One way system implemented. Year groups assigned blocks and staggered breaks, start and finish times.
 12. Designated toilets, regularly cleaned following advice from Public Health England.
- Further details are available on the academy Risk Assessment which is located on the Covid section of the academy website.

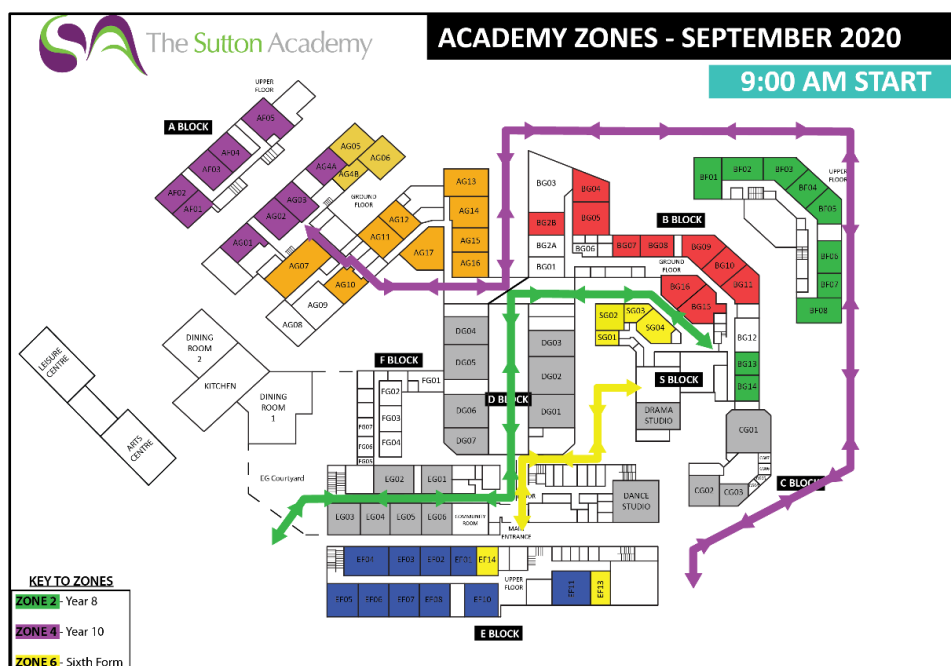
Beginning and end of the academy day

- Only Year 7 & Year 12 will return on Wednesday 2 September.
- The academy will then re-open to all students on Thursday 3 September.
- Students must **only arrive at the designated times and location stated**. If students are late, they need to go to the blue gate by the leisure centre or into main reception after 9.10am. If this causes any logistical challenges then please contact the academy.
- If any students are using public transport and need support in purchasing face masks to travel, please let the academy know so we can support.
- We will not be able to offer the usual free breakfast in a morning or the after-hours enrichment opportunities for the initial return but hope to reintroduce these as soon as possible.
- For those students in Years 8 or 10 who normally travel from the academy on public transport and will therefore need to catch a later bus or train, there will be a room provided for students to work whilst they wait.
- The normal procedure of detentions will run at the academy with parents informed via text message. This will not impact on the majority of the academy, who will go straight home after their final lesson. Students should not loiter/wait around academy gates for other students to maintain social distancing and their own safety.
- To enable a staggered start and finish time, Years 7, 9 and 11 will have their Ready to Learn session at the start of their day with their form tutor. Year 8 and 10 will have it at the end of their day.
- Students to sanitise hands on outdoor stations when they arrive.
- Parents/Guardian collecting students are also required to maintain social distancing practices and to NOT stand near the academy gates/entrances – allowing other students and the general public to pass by safely.

Academy day for Sixth Form

1. Students designated entry point is the **Main Reception**.
2. The Sixth Form designated teaching block will be the **S Block/EF Block**.
3. Sixth Form students are only expected to attend the academy for their timetabled lessons.
4. Once students arrive, they must swipe in using their ID badge and sanitise their hands. They will then proceed immediately to their timetabled classroom for their timetabled lesson.
5. Students to follow the directions from their entry point as directed on the map below.
6. Sixth Form students will be taught in their usual teaching groups with a specialist teacher.
7. Sixth Form students will have break at 9.55am and lunch at 12.10pm. Their designated dining space is in the Sixth Form Centre. No other year groups will be able to use this space.
8. Students designated exit point is Main Reception, students should leave immediately after their final lesson for the day and swipe out using their ID badge.
9. We recognise that Post-16 study is demanding and are aiming to re-introduce Directed and Silent Study periods when it is appropriate to do so. However, at this stage, students will not have any timetabled Directed or Silent Study periods.
10. Students are politely asked to leave site when they are not in timetabled lessons. However, when it is not practical to do so, students will be able to use the Directed Study area to complete independent work, adhering to social distancing guidelines.

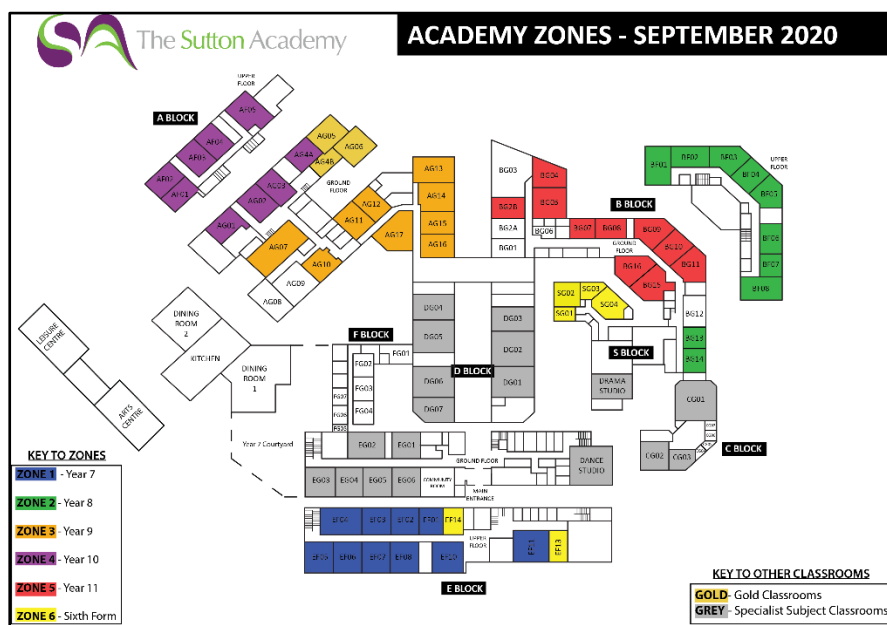
Period 1	Break	Period 2	Period 3	Lunch	Period 4	Period 5
8.55am – 9.55am	9.55am - 10.10am	10.10am - 11.10am	11.10am - 12.10pm	12.10pm - 12.40pm	12.40pm – 1.40pm	1.40pm – 2.40pm



Academy Zone Maps

The maps below show the zones that students will have access to during break and lunchtimes with the route they will have to take to ensure students from different year groups do not mix. It also includes the one-way system to allow students access to specialist provision.

Zone Map



Personal Protective Equipment

PPE will be used by staff when supporting those students who require intimate care and when administering first aid. PPE is not compulsory but **staff and students are allowed to wear it if they wish**. This must be worn in a safe and consistent manner. If masks are worn, they must cover the mouth, nose and chin. They should remain on throughout the day and must not be taken off and/or touched frequently. Disposable masks should be placed in a pedal-bin after use.

Expectations

Expectations on attendance

It is vital for all children to return to their education setting to minimise, as far as possible, the longer-term impact of the outbreak on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks the students falling further behind. Those with higher overall absence tend to achieve less.

Attendance is mandatory from the beginning of the autumn term. This means from that point, the usual rules on attendance will apply, including:

- The parents' duty to secure that their child attends regularly at their education setting where the child is a registered student at academy and they are of compulsory school age
- The academy has responsibility to record attendance and follow up absence according to statutory guidance. If a student is away due to Covid-19 this will be recorded accordingly
- We are able to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct for poor attendance as per the expectation
- The Department for Education advises that "clinically extremely vulnerable children should attend education settings in line with the wider guidance on reopening of schools and guidance for full opening: special schools and other specialist settings"
- Parents must ensure that students and other adults do not come into the academy if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days.
- The academy will ensure anyone developing those symptoms during the day is immediately sent home. They will be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

- Whilst awaiting collection from the academy the student will be isolated
The academy asks parents and staff to inform them immediately of the results of a test:
 - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)
 - if someone tests positive, they should follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 7-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days.

There will be a range of personal circumstances, which may cause anxiety for students returning, please do not hesitate to contact the academy if you have any concerns.

Expectations on travelling to and from the academy

- Students can only attend at their allocated time.
- Students need to travel to the academy in a safe manner, following the most up to date government guidance and ensuring social distancing.
- We encourage students to walk/cycle to the academy. Any students cycling must wear a cycle helmet.
- Students will then be dismissed on a stagger to ensure they travel home in a safe manner.
- Students cannot wait for friends after they have been dismissed.
- After school detentions will still take place.

Expectations on the academy site

- Toilets, door handles, any shared equipment etc will be regularly cleaned.
- Sanitiser and hand cleaning facilities will be regularly available.
- Students who need to go to the toilet during lessons will be escorted by a member of staff On Call to ensure social distancing at all times.

- There will be a one way system of travel on corridors.
- All signs should be adhered to.
- If students are unwell they must inform staff immediately.
- Students to behave as expected and as set out in the appendix as well as follow the normal academy behaviour policy.

Expectations on social distancing

- Students and staff at the academy will follow the government guidance on social distancing at all times.
- Where it is marked out in classrooms and around academy it should be followed **without exception**. This will also apply at breaks and lunchtimes.
- Students to enter and leave the building via doors directed.
- There must be no physical contact between students.
- Students must maintain the recommended hygiene standards.
- Students must follow instructions from staff at all times. This is especially important with regards to seating plans and entering and leaving classrooms.
- Students should not deliberately and unnecessarily perform actions associated with symptoms of Covid-19, or actions associated with the spread of Covid-19, for example but not limited to, coughing and/or sneezing.
- Students must remain in the classroom they have been allocated.

Expectations on Equipment

- The usual expectations on students attending fully equipped and ready to learn is still in place.
- It is no longer practical to ask to borrow equipment from friends or members of staff if an item is forgotten.
- Students are expected to attend the academy with a pen, pencil, ruler, rubber and a school bag to store the equipment in. Books will be provided for students to work in. It would be sensible for students to bring more than one pen in case one runs out.
- We would also ask students to bring tissues so they can cover their mouth if they cough or sneeze.
- If students have sanitiser they will be allowed to apply it at regular intervals and students will also have the facility to wash their hands.
- Shared equipment will be cleaned between use.
- Students not to share water bottles.

Expectations on Mobile Phones

- The rules on mobile phones remain unchanged, in short they should not be seen or heard on the academy site and are expected to be switched off upon entering the site.

Expectations on Visitors

- Parents should only enter the academy site via appointment unless in an emergency.
- The academy follows the guidance below for all other visitors.

“Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Settings should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors.”

Appendix to the Behaviour for learning policy

Updated behaviour guidance in relation to increased provision after the Covid 19.

The aim of this update is to ensure that all staff, students and parents/carers understand the ways in which we need to adapt our behaviour to keep everyone safe from the risk of infection with the return to the academy. We want to encourage students to take responsibility for their behaviour during this time. However, as an academy we will tackle incidents/instances of poor behaviour effectively and fairly, therefore allowing teachers to feel safe and supported.

The information in this policy will be communicated to:

- Students as part of their first day
- To teachers – in the training day
- In the relevant section of the Academy's website.
- To parents/carers – in the relevant section of the Academy's website/ handbook

The current expectations and Behaviour for Learning policy is still relevant, this appendix provides further guidance and clarification into Covid specific areas.

Students must:

1. Respect the revised day to day expectations of the class and year group 'bubbles' and wider academy
2. Adhere to the revised rules and expectations for entering and exiting the academy site using only their designated entrance and exits to the building.
3. Not behave in a way that wilfully undermines the safety measures the academy has put in place
4. Only interact with others in their own bubble throughout the academy day
5. Stay at their own desks unless directed otherwise
6. Obey social distancing rules at all times
7. Follow hygiene rules, including washing hands when asked to throughout the day. They must be aware of and follow expected self-care and health needs
8. Inform an adult if they feel they have any Covid-19 symptoms
9. Use tissues when sneezing or coughing and dispose in bins provided
10. Not react negatively when another student says they are ill in any way.
11. Only go to the toilet during lesson if on call is completed by the class teacher- this is at the discretion of the class teacher
12. Only use their own learning resources, and not interfere with or touch any other students' resources or equipment
13. Use their own water bottles and eat/drink their own food. No sharing is allowed
14. Not deliberately and unnecessarily perform actions associated with symptoms of Covid-19, or actions associated with the spread of Covid-19, for example but not limited to, coughing and/or sneezing

15. Leave the academy site when directed and make their way directly home.

The role of the academy:

- Staff will ensure students stick to the guidance and expectations within this appendix and the Behaviour for Learning policy.
- Behaviour that wilfully undermines the safety measures will not be tolerated. Below are examples of unacceptable behaviour but it is not an exhaustive list:
 - Deliberately ignoring the social distancing measures put in place by the academy
 - Refusing to sanitise hands
 - Wearing a face mask that covers more than just their nose, mouth and chin
 - Spitting
 - Deliberately coughing
 - Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation
- If incidents occur then they will be treated as high level behavioural incidents and sanctioned accordingly. This could result in a student being excluded.
- The academy will still run the usual 3 warning On Call system in the classroom for all other incidents.
- The academy has the final say on whether the action is deliberate or not.

Changes to Behaviour Policy

Detentions will be run in their year group zone via Head of Years, Achievement Leaders and supported by the Academy Leadership.

1. If a student reaches a second warning a member of staff must move the student within the classroom seating plan.
2. If a student receives a third warning they will be On Called and will be expected to complete the remainder of the lesson in TSA zone. Work will be completed guided by a teacher in silent conditions.
3. The after school sanction for an On Call will still take place which will include a restorative conversation with their teacher.
4. Students that are regularly removed from their lessons will be placed on a support plan. This will be coordinated by TSA Zone and Heads of Faculties.
5. Internal Exclusion will still be used with social distancing regulations in place to allow mixing of year group bubbles.

Pastoral Support

At The Sutton Academy we are committed to respecting, developing and valuing every student and offer each individual a comprehensive package of academic and personal support.

An Achievement Leader and a Head of Year help to look after every student in the year group. Our dedicated team of professionals work closely with students to ensure that they strive to achieve and exceed the challenging targets we set them. Any issues should be reported to them directly.

Year	Achievement Leader	Head of Year
7	Mr Cawley	Mr Friar
8	Mr R Hughes	Mr D Hughes
9	Miss Flynn	Miss Keenan
10	Miss Lithgow	Mrs Wilson
11	Mr Tootle	Miss Tickle/Mrs Bibby

You can contact them for any matters relating to your child's progress in their subjects and in lessons.

Please use the main academy number 01744 678859 to speak to the relevant member of staff or alternatively send an email to contact@thesuttonacademy.org.uk **subject:** name of Achievement Leader or Head of Year.

If a student is likely to be **absent or late, parent/carers should call the academy on 01744 678859** and leave a message, stating their child's full name, year group and when we should be expecting them on site.