

Dear Parents/Carers of Sixth Form Students,

Guidance on Returning to The Bourne Academy in September 2020

I am writing to set out the measures that will be in place for a full return of all students to The Bourne Academy in September as prescribed by the Government. I have also included several links to key documents within this letter.

September Re-Opening

It is recognised that time out of school is detrimental for cognitive and academic development and that returning to school is vital for children's education and wellbeing. Therefore, we were very pleased to hear the news of a full, whole school return - the Academy is just not the same without its students - we have really missed your sons and daughters.

As you would expect, there have been changes to ensure that we are operating as safely as possible. In this letter I will try to take you through how we are planning to operate in September. I recognise that this is a long document but I wanted to put all of the information in one place. I will write to you again in the week before your child is due back to school to confirm arrangements, particularly regarding catering, and in case guidance is changed over the summer. Please go through this document with your child so that they know what to expect.

As I am sure you are aware, The Department for Education (DfE) has provided comprehensive guidance which gives a framework for school leaders to put in place proportionate protective measures for children and staff, whilst ensuring all students receive a high-quality education enabling them to thrive and progress. [DfE guidance for full opening of schools.](#)

Welcoming Students Back to School

The Bourne Academy will have over 1000+ students returning in September and we have engaged in complex and detailed planning using all of the Academy's existing resources to comply with the Government's guidance. At the heart of our planning sit two key aims 1. mitigating against risk, although we can never totally remove it, and 2. providing your children with as normal an experience as possible by maintaining a broad and balanced curriculum. We have used the DfE guidance to review and develop our risk assessments whilst ensuring we have everything in place to meet or exceed the Government guidelines.

Key Dates in September

- Thursday 3 September & Friday 4 September - Staff Planning Days (no children in school)
- Monday 7 September - Year 7 Transition Day
- **Tuesday 8 September** - **Year 7 & Year 12 Return**
- **Wednesday 9 September** - **Year 13 and the rest of the school return**

Important changes to how the Academy will run next term. In particular:

- When the Sixth Form are in the Academy, they will remain within their Year Group Bubble, including at break and lunch times. We will be avoiding any non-essential mixing of year groups
- Arrivals and end of school will be staggered to minimise the interaction between year groups, and we will be utilising different entry and exit points for each year group (see attached map)
- Year groups will be separated within the Academy wherever possible (see map Zones) so that students have access to a minimal number of classrooms and the use of communal areas is strictly controlled, whilst still being able to make use of specialist teaching spaces where appropriate

- Each student **MUST** wear a badge indicating which year group they are in to ensure Year Group Bubbles are not compromised and staff are able to direct students to their allocated Zone. These will be given to every student on their first day back
- All areas of the Academy will receive more frequent cleaning and there will be hand sanitiser available throughout the Academy. We will continue to encourage students to wash their hands regularly and promote the 'catch it, bin it, kill it' approach for any sneezes or coughs
- We are happy for your child to bring their own hand sanitiser into the Academy, however, please ensure it has at least 60% alcohol content (ethanol, isopropanol – or a combination of the two) in order for it to work to inactivate viruses including COVID-19
- Under current restrictions, our catering providers will not be able to offer a full service. The menu will be adapted to provide 'grab & go' (hot and cold) style food. This will be pre-ordered through a new app. Students can still bring in a packed lunch and eat that in their Zone. Parents/carers will receive a further communication regarding this
- Sport and Physical Education will predominantly take place outdoors or in large ventilated areas and contact sports will not be played. Unfortunately, this applies to break and lunch as well. Therefore, no football or contact sports will be allowed in the Academy until further notice
- Students should bring their own items of equipment to school (e.g. pens, pencils, etc) as sharing of items will not be allowed
- ACE clubs and Additional Learning will not operate for the first two weeks. However, we will ensure we keep this under constant review and if ACE clubs or additional learning sessions can be offered, they will be in Year Group Bubbles.

The School Day

Entry Points (see map)

E1 – Main reception (Years 7 and 9)

E2 – Staff car park (Years 11 and 6th Form)

E3 – Learning Lane gate (Years 8 and 10)

Schedule for Day

8:20 – 8:35 Years 7, 10 and 11 enter via their appropriate entrances and go to their outside Zones. Line up at 8.30am and proceed to classroom with tutors.

8:35 – 8:50 Years 8, 9 and 6th Form enter via their appropriate entrances and go to their outside Zones. Line up at 8.45am and proceed to classroom with tutors.

8:50 – 9:10 Tutor Time

9:10 – 10:10 P1

10:10 – 11:10 P2

11:10 – 11:30 Break for all in respective Zones. Bell at 11:25am for line up to proceed to next class with relevant teachers.

11:30 – 12:30 P3

12:30 – 1:30 P4

1:30 – 2:00 Lunch for all in respective Zones. Bell at 1:55pm for line up to proceed to next class with relevant teachers.

2:00 – 2:55 P5 for Years 7, 10 and 11. Leave at 2:55pm via their respective entrances

2:00 – 3:10 P5 for Years 8, 9 and 6th Form. Leave at 3:10pm via their respective entrances

Monday P6 will finish at 3:55pm for Years 7, 10 and 11 and at **4:10pm for Years 8, 9 and 6th Form.**

Wednesday Same start times as above. Finish times will be 1:30pm for Years 7, 10 and 11 and **1:45pm for Years 8, 9 and 6th Form.**

For all exits – teachers will escort their class to their exit.

Please pay particular attention to your child's entry gate and start/finish times. **Sixth Form Students will enter the site from the Staff Vehicle gate entrance at 8.35am. They will leave site from the Staff Vehicle gate at 4.10pm on Monday and 1.45pm on Wednesday.** Please ensure you stick to these times to avoid over crowding and going against social distancing guidance.

Although ACE clubs will not run at first; we expect that there will be an opportunity for homework club for some students based in Year Group Zones. Parents/Carers will be informed of when this will begin.

Zones (Please see annotated map)

Sixth Form (Pink Colour)

Classrooms: 6th Form Centre, HU1, HU2, HU3, HU4, STEM 12, STEM Study, STEM 19
Availability to use C&E9 and STEM 20 on rotation.

Breaks: Generally, will be in 6th Form Centre.

Toilets: 6th Form

Computers: Library, Back of 6th form, own.

Specialist Classrooms

Specialist classrooms for Performing Arts (AWE 2, AWE 3, Drama and Dance Studios) will not be included within the Zones, but will be used for KS4/5 as required.

Bike Shed: Please enter from the Staff Vehicle gate entrance at 8.35am and place your bike in your allocated shed. Please go straight to your allocated Zone.

Line Up

Year groups will have to line up (in their allocated outside Zone) in their classes at the start of each day, end of break and end of lunch (see Zones map section to determine location)

Tutors will supervise line up at start of day.

P3 Teachers will supervise line up at the end of break.

P5 Teachers will supervise line up at the end of lunch.

Teachers teaching the final period of the day will escort their class to their appropriate exit at the correct time.

Travel to school:

We have been advised to suggest that walking or cycling are the best ways to get to school; however, we know that this will not work for everyone. If you lift share the guidance below suggests that it would be acceptable to carry children from different bubbles as long as you endeavour to keep the people in the car the same; keep the car well ventilated; face forward and not towards other passengers and to clean cars regularly. <https://www.rac.co.uk/drive/news/motoring-news/should-you-be-car-sharing-fresh-government-guidance-confirms-safe-lift-shar/>. If students are travelling on public transport, they will be required to wear a mask. However, this is not recommended by the Government, in schools, and we would not expect students to wear them in the Academy unless they have a diagnosed medical condition recognised by Public Health England as clinically extremely vulnerable. If medical authorisation is given then please ensure the mask is a plain colour, ideally black or pink. Please avoid driving onto Hadow Road, where possible, as it is essential that we are able to coordinate staggered start and finish times with Kingsleigh Primary School. Cyclists have been allocated Year Group Bubble bike sheds – see map.

Attendance and School Uniform

The Department for Education's guidance document "Guidance for full opening: schools" makes it clear that all children are expected back to school in September. This is what the guidance says:

"In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term

impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will, therefore, be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends school regularly where the child is a registered pupil at school and they are of compulsory school age
- Schools' responsibilities to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct".

We will be working in line with this guidance. As the Academy is restarting as normal in September, all students are expected to come to school in full school uniform as usual. Due to health & safety reasons, we will not be able to lend any items of clothing, so please do ensure your child is in correct uniform. Please see our website for full uniform guidelines. The Government guidance document supports this for all students (extract below):

"We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."

Please note that from September 2020, all students in Year 7 are expected to be in the new style Bourne Academy blazer, with House coloured logo. All other year groups need to be aware that our uniform supplier (CJI Clothing) only have a limited stock of "plain" blazers. Therefore, once these are sold, if a new blazer is required, then you will need to purchase the new style blazer.

Physical Education

I am delighted to inform you that we have managed to ensure that students will be able to use our PE changing rooms as per normal within their "Year Group Bubble". We have ensured that the changing areas will be cleaned thoroughly using an industrial spray "fogger". This will be done before any change of "Year Bubble" uses the area.

Our Behaviour Policy

Our expectations regarding student behaviour and conduct on our return in September will be high, as, I am sure you will agree, the health and safety of everyone on school site must be our first priority. As far as possible, we will be following our normal behaviour policy (which is available on the school website) but there will be additional requirements in place to prevent the spread of the COVID-19 virus. In particular we would appreciate you emphasising the need to keep a distance from others to your child.

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

"For children old enough, they should also be supported to maintain distance and not touch staff and their peers"

We always ask for no physical interaction between students and we know that students find this incredibly difficult as they like to be close to their friends. We hope you share the importance that we will be placing on avoiding physical contact in light of the pandemic and thank you in advance for your support with this.

Where we need them, sanctions will run as normal, but timings and venues have been amended to reflect our new Academy day and students will be kept within their Year Group Bubbles whilst in detention.

Please note the attached flow chart for students who disrupt the learning of others in the classroom (amended for Covid-19 restrictions). Students will be given detailed information regarding expectations and sanctions on their return to the Academy in September and our Student Behaviour Policy will be updated to reflect any changes to guidance. Please discuss this with your child at home so they are prepared to meet our expectations.

Parental appointments and Visitors to the Academy

All visitors to reception will be by appointment only. Please do not arrive at reception in the morning and expect to be seen as we will need to ensure that our safety measures are preserved. The protocol is as follows:

- Visitors must book an appointment in advance
- A meeting room will be booked by the member of staff (allowing for 15 min fallow /cleaning time between meetings)
- Visitors will be picked up by the member of staff in the meeting and taken to the booked meeting room

Covid-19 Symptoms

Please stay at home if unwell. If your child (or anyone in your household) has any symptoms associated with the Coronavirus, please do not come to school:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Instead, please follow government guidance on isolating and getting a test: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

If your child develops symptoms at school:

In the unlikely event that your child develops symptoms whilst on site, they will be escorted to an isolated, well ventilated room, in line with guidance, and we will ask for you to collect them. Please ensure that if you have changed your contact details that you have made the Academy aware and please be contactable throughout the school day. They will be expected to self-isolate for at least 7 days and arrange to have a COVID-19 test.

Should we experience a confirmed case of COVID-19 within our Academy community, we will work closely with our local health protection team to ensure the situation is managed quickly and effectively. Using NHS Test and Trace data, they will advise us on what next steps – if any – we will need to take as a school. We will be putting in place stringent control measures as per the DfE's guidance to minimise the need for larger groups of children to self-isolate should there be a positive case within school.

In the event of any large number of students having to self-isolate or in the event of a local lockdown that means we are required to close the Academy, we will immediately revert to the online learning that worked so well last term. We will also look to expand our online “live lessons” to support this provision further. We very much hope that we do not need to return to any form of lockdown but, if

we do, we are confident that we will be able to continue with all students' learning from home. Once again, the support of parents/carers in ensuring children access these resources will be vital.

Thank you in advance for your support with these new arrangements which have been put in place to keep everyone safe, which is our highest priority.

Finally, we know that some students will feel apprehensive about returning to school after such a long time away. This is completely understandable and is something that we expect will be more widespread than one might think. We will, therefore, be taking particular steps to ensure that our pastoral support for each student allows for this and provides time and space for any worries or concerns to be addressed so that each student is able to enjoy being back at The Bourne Academy.

Thank you for your patience and understanding over the past few months. Everyone at the Academy is looking forward to welcoming our students back. We know that there is a great deal to do and that the year ahead may still be subject to some interruptions. However, we are entirely focused on making sure that in every lesson, every day, every student continues to learn and thrive in a supportive, safe environment.

Kind regards

Mr Avoth
Principal