

August 2020,

Dear Students, Parents and Carers

RE: STAGGERED SCHOOL RE-OPENING TO ALMOST ALL STUDENTS: THURSDAY 3RD SEPTEMBER 2020

It is with great pleasure that I write to let you know that our school will open its doors to Year 7 and Year 11 students* on Thursday 3rd September 2020, followed by Yr 8 on Monday 7th September, Yr 10 on Tuesday 8th September and Yr 9 on Wednesday 9th September. The staff have been preparing for the reopening during the summer and there will be staff training on Tuesday 1st and Wednesday 2nd September.

*A student or member of staff who has symptoms of Covid-19 or lives with someone who does on this date must not come into school.

**After reading the latest government guidance, if you believe your child is clinically extremely vulnerable and should not be attending school from September please email Parenthelp@albionacademy.co.uk and we will direct your request to the right person.

We would like to assure you our school will operate in line with the latest national guidance. We have worked hard to balance health and safety considerations with the best possible educational experience. For each student there will be a (temporary) full timetable in place for when your child's year group returns to school

Main Details: In Summary:

On Thursday 3rd September, the new Year 7 and Year 11 will start school slightly earlier than the new Year's 8, 9 and 10.

Year 7 should arrive on Thursday 3rd by 08:40 ready for their Welcome Assembly at **08:45** and Year 11 should arrive at 09:40 ready for their Welcome Assembly at **09:45**.

In order to have a safe return and ensure that our new systems and procedures work we are staggering year group returns hence the reason why we are having year groups return on different days as detailed above and on our website.

Years 8, 9 and 10 should arrive to start their first day by 08:40 am for a **08:45** Welcome Assembly.

Year 8 on Monday 7th September
Year 10 on Tuesday 8th September
Year 9 on Wednesday 9th September

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For safety reasons it is very important that students do not arrive before their allocated start time.

By Wednesday 9th we will have our full school community on site learning in their zones.

The Start of the Day: From Wednesday 9th September learning will start for all students by 8.55am. The students will be in 'bubbles' and they will be required to go to different entrances, depending on their year group. This will all be sign-posted. Students will begin each day in Lesson 1. Form will be at the end of the day.

Transport: It is recommended that students avoid or minimise the use of public transport. If they do use public transport, students should maintain at least 1 metre social distance. It is the law to wear a face-covering on public transport (but not in school). If possible, students should walk or cycle (wearing their helmets). Those travelling by car should get dropped off (and collected) on the school pick up area but parents must not leave their cars. Students from different households should not car-share.

Break and Form Time: To maintain the 'bubble groups' there will be changes to our break-time. Break will still last 15 minutes but some groups will have it at a different time. Some students will be in Period 2 whilst others will be at Break and vice-versa. Form Time at the end of the day will not be with the Form Tutor from the previous year in most cases, in order to maintain 'bubble groups' and reduce movement. Assemblies for single year groups can still go ahead but large whole school gatherings will instead be presented digitally. It is expected that Year 11 will remain in school for catch-up and intervention sessions at the end of Form Time until approximately 16:15 in order to help catch up on lost learning time from schools closing on March 20th 2020.

Lunchtime: To maintain the 'bubble groups' there will be changes to our lunchtime, we will still have split Key Stages lunch timings; Year 7 and 8 on first sitting and Years 9, 10 and 11 on the second sitting. Students will have their food in segregated spaces and will spend the remainder of their lunch-break in indoor/outdoor segregated spaces. We will give fuller details in our update to pupils as they begin their return to school.

The End of the Day: Students will leave by arranged exit routes in a slightly staggered way at the end of the day. The school day will end 5 minutes earlier for Year 7 and 8 at 2:55, however these two year groups also started the day earlier so no learning time has been lost. GM Transport and Salford City Council has been informed of these temporary measures.

- Year 7, 8 will finish at 2:55 Monday – Friday
- Year 9, 10 will finish at 3:00 Monday - Friday

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- Year 11 will finish at 4:15 Monday – Thursday after their Period 6 session beginning 14th September. Friday Period 6 will be via invite to intervention or self-directed use of the study room.

Attendance: The national guidance makes clear that the current improvements to the Covid-19 situation and the significant risk to life-chances and educational opportunity of missing school mean that attendance at school is compulsory to all students (except as described above*). We will provide more details (including regarding self-isolation and shielding) as they are released to schools. The good news for our students is that we expect all, or almost all, staff to be with us as we open for the new academic year.

Uniform: Students must attend in full, clean uniform (please see details on our website), <http://www.albionacademy.org/academy-life/uniform/> including correct footwear which are shown in Appendix 1 below. **There can be no exceptions.** On each student's timetable will be their PE lesson(s). As we will not be making use of the PE changing rooms for the first few weeks and possibly months, students can attend school in their Albion Academy PE uniform on the days that they have PE lessons. Students are also permitted to wear a blazer over their PE kit. This is a temporary measure. It is very important that all students attend school in a suitable outdoor coat (preferably waterproof). Students may be spending time outside during breaks and lunchtimes.

Equipment: Students must bring a bag to school and their essential equipment (black pen x2, red pen, pencil, rubber, ruler). It should be clean. Students are also encouraged to bring their own small and safe hand-sanitiser and they must bring tissues each day. Unfortunately, we are very restricted in being able to lend equipment. There are currently several restrictions in place with regards to the use of equipment for music and PE lessons and the meticulous cleaning of school equipment has to take place so in the short term some subjects will be limited in their offer initially.

Health and Safety Plans: The school will comply with health and safety law which requires us to assess risks and put in place proportionate control measures. We have reviewed our risk assessment and we have drawn up plans for the Autumn Term that address the risks identified, using the systems of control set out in the national guidance from the Department for Education: - The Guidance for Full Opening: Schools, was published on the 2nd July, 2020. It can be found on the Gov.UK website.

This guidance has led to significant changes to how schools, including our school, will run in the Autumn Term. The changes cover the following key matters:

- Public Health guidance to minimise Covid-19 risks;
- How the school will operate during each day;
- What teaching, the curriculum and pastoral care will be like;
- Year 11 GCSE Examinations in 2021;
- Contingency planning in case of a school, local or national outbreak of Covid-19

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Public Health to Minimise Coronavirus (Covid-19): Our risk assessment will be approved by United Learning Trustees, the school Support and Service Covid-19 Committee (made up of staff and Governors) and it will be checked by Health and Safety experts at United Learning. It takes reasonable steps, in compliance with national guidance, to protect students, staff and others from Covid-19 within our educational setting. It will be monitored and reviewed each initially on a weekly basis over the first two weeks.

Prevention and Containment: Students with symptoms or those living in households where someone has symptoms will not be in school. Provision will be in place in school for anyone who becomes ill, in compliance with the guidance. There will be PPE equipment available in such circumstances and engagement with the LA Health Protection Team and the NHS Test and Trace Process. The Health Protection Team will work with the school to assess the risk, respond to 'direct or proximity contacts' and advise the school and families on next steps.

Hands: There will be controls to ensure students wash their hands thoroughly more often than usual and use hand sanitizer. We will be promoting good respiratory hygiene, '*Catch it, bin it, kill it*'. There will be a limited supply of tissues in school but each student should carry tissues (provided from home) each day. Please arrange this over the final few days of the holidays.

Cleaning: There will be enhanced cleaning of rooms, surfaces, toilets, dining facilities and equipment during the day and at the end of the day. There will be hand-sanitisers at the entrance to classrooms. In addition, students will also be expected to use the desk wipes provided in class to wipe their own desk/work station at the start of each lesson when directed by the classroom teacher in some instances.

Social Distance and Movement: Movement will be significantly restricted but brief passing on the corridors (even with new year group teaching zones and one-way systems) will occur in all school settings. The national guidance makes clear that social distancing of 2 metres within the 'bubbles' will not be possible in any school setting but classrooms will be arranged in rows to secure as much distance as possible in the space.

Students will be expected not to touch each other and they must maintain distance as far as is practicable. As staff will be moving between 'bubbles', there is an expectation (and a provision in the lay-out of classrooms, workrooms and offices) that a 2 metres distance between each other (for staff) and a 2 metres distance in class between staff and students will be maintained, except during passing on the corridors.

Behaviour and Safety: Our expectations on students' behaviour will be even higher than before and these will be reflected in 'Covid-secure' changes to our behaviour policy. Most of the routines, expectations, rules and protocols will be the same but each student will have a duty to protect herself or himself and to do everything to look after every other student and adult in the building.

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The virus has not gone away so all our safe and sensible measures must be observed. Furthermore, too many students have lost too much school-time already so we will insist that time is not wasted on return to class. We can only do all this in a positive, warm-strict and friendly manner with the support of students and parents.

Curriculum Content: This term, our teachers and subject leaders have been working with our primary partner schools to help prepare our new Year 7 so that they do not lose out on learning or on an engaging transition.

The new Year 8 and Year 9 have lost curriculum time so our teachers and specialist leaders have been carefully adapting the curriculum to ensure the essential content is not lost. The same approach will apply to the new Year 10 who will embark on their two-year GCSEs (or BTECs).

New Year 11 GCSE and BTEC Examinations for the Class of 2021 (next summer): OFQUAL (the national Office of Qualifications and Examination Regulations) has not yet decided how the examination season will run next year for our new Year 11.

As soon as we know we will let you know. At present they are considering (but it is not definite) that the examinations will take place later in the year (perhaps June and July rather than May and June).

There is no suggestion, yet, that the content of the examinations will be reduced or made easier: this is very unlikely. What we know for sure is that our new Year 11 have already missed one term of classroom learning.

The vast majority of students have kept on track of the work we have set and taught remotely (which is great news for them) and we were able to bring almost all student back in for a little time between the 23rd June and the 16th July across all their examination subjects.

On their return, teachers will look closely at what knowledge, understanding and skills (from the Year 10 content) need more work and teachers and subject leaders are already adapting the Year 11 curriculum in readiness. As you will be aware, students in Year 11 have an extended day on a Monday to Friday so that they can attend period 6. Therefore, students in Year 11 will finish school at 4:15pm on these days. Mr Wilkhu will write to you prior to the start of intervention to set out what this looks like, we expect this to begin Monday 14th September.

Catching-Up, Home Learning and Getting Ahead: There are some excellent resources provided by the nationally acclaimed Oak Academy <https://www.thenational.academy> this resource, along with new resources from BBC Bitesize <https://www.bbc.co.uk/bitesize> provide a host of exciting and interactive learning opportunities for all students. Resources are age appropriate and are available for the vast majority of subjects right up to GCSE level.

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In addition to this, we have been promised funding from the government to offer 'catch-up' and tuition beyond the normal offer. As soon as we have the money and the details we will put that in place where it is needed most.

The school has also prepared a contingency plan of remote/blended (home and school) teaching and learning, just in case any part of the school, local area or the country has to re-enter full or partial lockdown. I sincerely hope we do not need to use it.

Thank You All So Much:

Our plans are almost ready and in place, we just need your child to walk through our doors. I am incredibly grateful for the huge amount of extra work our leaders, teachers, support staff and governors have done to make all this possible.

I am equally grateful for the enormous amount of positive support and feedback we have had from our students and our parents prior to the summer break in what has been the most difficult of times.

Rest assured, your safety and welfare is at the forefront of all our planning. We will also do all that we can to make our school not just safer but educationally engaging at the same time. We are determined to create polite, honest and hardworking young people and we will need the active support of all our students, parents, staff and governors to make it happen.

Yours faithfully,

Mr J Roberts

Principal, The Albion Academy

Please note: The information in this letter is subject to change at short notice in the light of national guidance.

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Appendix 1: Acceptable footwear. Popular styles highlighted in green.



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