



Dear Parent/Carer

We are really looking forward to welcoming all our students back in September. To support the transition for students and staff back to the academy, we will be operating a phased return. The 1st and 2nd September will be staff training (INSET) days and the academy will be closed to all students. The staggered return will operate as follows:

Year 7 and 11 only: Thursday 3rd September

Years 7, 10 and 11: Friday 4th September

Years 7, 8, 9, 10 and 11: Monday 7th September

Students will be expected to be in full attendance from these dates.

Following government guidelines, things will operate a little differently to our usual academy procedures to ensure that we keep our staff and students as safe as possible, and this remains our top priority. We have outlined in this document how we are implementing measures to ensure safety for students and staff, and hope that you find this information useful and reassuring.

If you do have any concerns or questions, please contact us in the usual way via email to shenley.enquiry@e-act.org.uk

Once again, may I take this opportunity to thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink that reads "JBartlett".

Dr Jayne Bartlett
Headteacher

Shenley Academy

Re-Opening September 2020



Attendance for all year groups

Students are expected to attend the academy from the first day of their phased return.

Year 7 and 11 only: Thursday 3rd September

Years 7, 10 and 11: Friday 4th September

Years 7, 8, 9, 10 and 11: Monday 7th September

The government have advised schools to operate a year group bubble model, and to support this we will be operating a staggered timetable. This will mean students in different year groups will arrive at and leave the academy at different times.

Year	Start Time	End Time
7	08:30	15:15
8	08:45	15:30
9	09:00	15:45
10	09:15	16:00
11	09:30	16:15

Students must arrive at the academy at their allocated time and must not arrive late to school.

Any student who arrives to the academy using public transport must adhere to the government guidelines on face coverings. Face coverings must be placed into the student's bag before entering the building and the student must then ensure they sanitise their hands. Any disposable face coverings must be placed inside a carrier bag and disposed of in the bins outside the building, before entering.

The School Day

We are committed to ensuring our students receive a full timetable and the full curriculum offering. They have missed out on a significant amount of learning time with their specialist subject teachers and we are dedicated to ensuring that we catch up on any lost learning.

The new school day will also include a commitment to supporting our students' mental health and well-being. This will be a focus in our tutor time along with our new PHSE and relationships curriculum.

We will not be holding large gatherings, and as such assemblies will not take place in the usual way. Assemblies are an important part of school life, however, and these will be held using TEAMS in classrooms to ensure we are still able to communicate consistently.

The Academy Day

Year 7	Year 8	Year 9	Year 10	Year 11
Tutor 8.30 – 9.30	Tutor 8.45 – 9.30	Tutor 9.00 – 9.30	Tutor 9.15 – 9.30	
Period 1 9.30 – 10.30	Period 1 9.30 – 10.30	Period 1 9.30 – 10.30	Period 1 9.30 – 10.30	Period 1 9.30 – 10.30
Period 2 a 10.30 – 11.00	Period 2 a 10.30 – 11.00	Break 10.30 – 10.45	Break 10.30 – 10.45	Period 2 10.30 – 11.30
Break 11.00 – 11.15	Break 11.00 – 11.15	Period 2 10.45 – 11.45	Period 2 10.45 – 11.45	
Period 2 b 11.15 – 11.45	Period 2 b 11.15 – 11.45			Period 3 11.45 – 12.30
Period 3 11.45 – 12.30	Period 3 11.45 – 12.30	Lunch 12.30 – 1.00	Lunch 12.30 – 1.00	
Period 4a 12.30 -1.15	Period 4a 12.30 -1.15			Period 4 1.00 – 2.30
Lunch 1.15 – 1.45	Lunch 1.15 – 1.45	Period 4b 1.45 – 2.30	Period 5 2.30 – 3.30	
Period 4b 1.45 – 2.30	Period 4b 1.45 – 2.30			Period 5 2.30 – 3.30
Period 5 2.30 – 3.15	Period 5 2.30 – 3.30	Tutor 3.30 – 3.45	Tutor 3.30 – 4.00	

During the tutor time for year 11 we will be running our intervention programme which will focus on maths and English.

Breaks and lunchtimes

Break and lunchtime will operate differently to ensure that we maintain year group bubbles.

This means we have had to identify two venues: the dining hall and the sports hall.

All students will have access to hot food (served in the dining hall) during the academy day, but this may be during their break only. A limited menu will operate in the sports hall and will initially consist of a 'grab bag' option where students have the option of sandwiches and snacks.

Year	Break	Lunch
7	Sports Hall	Dining Hall
8	Dining Hall	Sports Hall
9	Dining Hall	Sports Hall
10	Sport Hall	Dining Hall
11	Dining Hall	Dining Hall

All dining venues will be cleaned between use by year group bubbles.

Year group zones

Students will be assigned to a year group zone. As part of the government guidance, students within a zone can mix within their year group bubble but students should not mix with other year group bubbles. This means that we will be assigning students to a specific classroom, and to limit movement around the academy teachers will move to the classroom. For years 10/11 there will be limited movement for option subjects, but all classrooms will be in the year group zone.

All year groups have been assigned a dedicated IT suite which will only be used by their year group. The library will be closed for all year groups other than year 7.

Students will do PE lessons outdoors and will be expected to wear their full PE kit. Changing facilities will be cleaned throughout the day.

All zones will have access to toilet facilities which will be used only by their year group bubble. The ground floor toilets will be accessible during lunch and break for all students and will be cleaned frequently throughout the day.

Support for students returning to academy

We are very aware that coming back to school following lockdown will be a very different experience for the children. With this in mind, there will be a strong focus on your child's well-being as they return.

There will be a session every day where pupils will be following the Relationships and Recovery Curriculum; designed specifically to support children following this prolonged time away from school during the COVID-19 pandemic. Our teaching staff are Mental Health First Aid trained, and amongst our team we have a vast set of skills and knowledge to provide excellent emotional support to our students. We also have a dedicated area in the Inclusion Zone for those students who may need some support beyond our recovery curriculum. This will be staffed by the inclusion team and include specialist Thrive practitioners.

Hand hygiene during the day

Students will be expected to sanitise their hands when they enter the academy and throughout the school day. Hand sanitiser will be available at entry points and all students will have the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' reinforced throughout the day to ensure these guidelines are followed, and posters showing these are displayed in all areas. All rooms in use will have a lidded pedal bin.

All personnel on the academy site including staff and visitors will be expected to adhere to these hygiene guidelines.

Layout in rooms

Student desks will all be **front facing** and students will be placed in a seating plan. This ensures that where possible students are assigned to the same desk throughout the day. Teachers will be required to maintain social distancing and teacher zones are clearly marked in all classrooms. At no time should a student enter the teacher zone.

Classrooms will remain well ventilated with windows and doors open. **Coats are not permitted indoors** so on a cold day a vest or white T-shirt is recommended for wearing underneath the school shirt. Students should not wear a brightly coloured T-shirt underneath their school shirt or anything with visible print.

Movement around the academy

When moving around the academy, we remind everyone where possible to socially distance. Movement around the academy for students will be limited and all students will be expected to follow instructions given by any member of staff at all times and to follow any signage or guidance. We will contact parents immediately if a student does not adhere to the instructions given.

Equipment

There will be **no sharing of equipment** and all students must ensure that they have the correct equipment. This now includes a **scientific calculator**. For those students who have their pencil case but not a calculator, scientific calculators are available for purchase at a cost of £3.65 from reception or via ParentPay in advance.

Fully equipped pencil cases are available to purchase at a cost of £5.40 and contain the equipment which all students must have:

- 2 black pens
- a blue pen
- a red pen
- 2 pencils
- a highlighter
- a rubber
- a 30cm ruler
- a protractor
- a scientific calculator.

Specialist subject equipment will be provided but will be for use by a year group bubble only.

Uniform

Students must wear their full school uniform at all times, as per the uniform policy which is detailed on our website <https://shenleyacademy.e-act.org.uk/useful-info/uniform/>

Please pay particular note to the school skirt; lycra skirts are not allowed. The school skirt must be black, tailored and knee length. Black school shoes (leather or synthetic equivalent) must also be worn. Any student wearing trainers where we have not received a medical exemption from the GP (this must be recent and obtained no earlier than August 1st 2020) will be asked to borrow a pair of our shoes and their trainers will be returned at the end of the day. Any medical exemption forms will need updating on a regular basis.

The only jewellery permitted at the academy for students is one pair of stud earrings, worn in the lower lobe, and a watch. No other jewellery is permitted, and students will be asked to remove any additional jewellery along with any coloured nail polish. Students are not allowed nail extensions of any kind.

Coats must be plain black and not patterned. **All coats/jackets are to be removed before entering the building.**

Parental appointments/visitors to site

Any parents bringing or collecting a student to the academy must not enter the site, and must drop the student at the Shenley Lane entrance (and collect from here also); ensuring social distancing at all times.

Parents will not be allowed to enter the reception area unless they have telephoned in advance and made an appointment. On entry to the reception area visitors must use hand sanitiser and adhere to any guidance issued by the reception team or any other member of staff. Meetings will take place in our newly dedicated ground floor meeting room only and this is to ensure we can fully track and trace any visitors to the site. For this purpose, visitors will also be asked to state with whom they have had contact when they sign out.

Parents will continue to have access to Heads of Year via the mobile phone system we have operated during lockdown. We ask for your consideration when using this facility as our Heads of Year are extremely busy and may be dealing with students. Please also remember that staff are teaching and may not be able to meet with you during the school day.

In the case of an emergency parents will be allowed onto site.

Cleaning of the site

We are following government guidelines on cleaning, hygiene and waste disposal on our site, and strict cleaning regimes are in place both during and at the end of each day. This includes frequent thorough cleaning and disinfecting of all objects and surfaces that are in areas being used.

Students feeling unwell or displaying symptoms of Covid 19

If any students become unwell with a new, continuous cough or a high temperature or other coronavirus (COVID-19) symptoms while at school they will be sent home, and parents will be contacted immediately to collect them and advised to follow the **guidance for households with possible coronavirus infection**:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Students will be re-located to the medical room and may be asked to put on a face mask. Any first aider will wear PPE. Parents collecting a student who falls ill will need to buzz at the gate entrance in Shenley Lane and wait there, and a member of staff will accompany the student to the gate. While this may be very different to your usual experiences, it is essential that all parents adhere to this in order to keep everyone safe.

Behaviour and Safeguarding Policy Addendums

There may be addendums to the behaviour and safeguarding policies. When an addendum is made we will contact parents via email, alert you by text message and publish the addendum on the website. Please ensure that you read the academy email communications to ensure that you are kept fully aware of any changes or updates.

Can we please also ask that if your contact details have changed that you alert us immediately. It is essential that we have up to date contact details for all families.