

Thursday 27<sup>th</sup> August 2020

Dear Parents/Carers

**RE: Operational Plans for September & Start of Term Arrangements**

I hope this letter finds you safe and well, hopefully rested, and with you looking forward to a return to Oak when term starts for Year 7 next Friday, 4<sup>th</sup> September, and for all other year groups by invitation on Monday 7<sup>th</sup> September.

We have certainly missed you, and although it is only right and proper that we have enjoyed a period of rest over the summer break, staff have been working hard in recent days to prepare for students when they return.

This began with a very positive Year 11 GCSE results day on Thursday 20<sup>th</sup> August.

Although results this year won't be used by Ofsted when judging overall school performance, I am delighted to share that this year saw significant increases in the progress achieved both overall and in a range of subjects, notably English, Humanities, Art, Health & Social Care and ICT.

Our outgoing Year 11 students leave us with a fantastic set of results and we wish them the very best and every success as they take up their intended Post-16 destinations.

For our remaining students, our Operational Plan remains in place, supported by a detailed risk assessment. I have been in regular contact with Trust Directors and colleagues at BCP Council during the summer break to ensure that we are doing all that we possibly can to minimise the risk of infection transmission. A summary of these operational changes, along with how students will return in September is included at the end of this letter.

The more detailed operational plan, along with the risk assessment can be found on our academy website and I encourage all families to go through and read these documents together to familiarise yourselves of the changes made.

<https://www.oak-academy.co.uk/coronavirus/updates-from-the-academy/>

As you will see, very little has changed since this was last shared in July and although we know that the start to this year will be different, our commitment to provide quality education in a safe environment remains unchanged.

We are very much looking forward to working with you again when term begins.

Yours sincerely,



Richard Burgas  
Principal

**Oak Academy**

Sian Thomas, BEd (Hons), CEO - AAT  
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## Summary of the Oak Academy Operational Plan

The full operational plan, along with the risk assessment, can be found on our website here:

<https://www.oak-academy.co.uk/coronavirus/updates-from-the-academy/>

### **So what does our provision look like?**

The one thing we have plenty of is space. In line with the latest guidance, we have created Year Group bubbles so that each group has a base of classrooms from which all lessons can be taught. Students will remain in these bases and staff will travel to them to deliver lessons.

Each year group has a specific entry/exit point to the academy, with controlled access to specialist teaching rooms and the canteen. They also have their own outside area.

### **How will we reduce the risk of transmission?**

A comprehensive risk assessment has been drafted and sits behind our plan so that social distancing measures, restricted access to classrooms and communal areas, procedures for handing out and storing exercise books and minimising contact between staff and students are all in place to reduce the likelihood of Covid-19 transmission.

### **What is the timetable and curriculum plan?**

Students will follow our existing timings of the day and should arrive to their year group base by 8.40. All students will follow our planned curriculum. Students in Year 7 and Year 8 will be taught in tutor groups. All other students will rotate within their bases in order to complete their option choices. Students can be taken by staff to specialist areas such as the Food room, Science Labs and the Creative Arts area during these lessons, although all theory lessons must take place in the bases.

### **Will the canteen be open for food and drink?**

Yes, but with significant control measures in place. All students will have access to the canteen ONCE a day only. This is timetabled and will be explained during the induction process on Monday 7<sup>th</sup> September.

The canteen will be closed to all students (except those receiving FSM who will get a packed lunch) on a Friday, although packed lunches can be pre-ordered by other students.

We remain a cashless academy, and parents must top-up student accounts online **in advance** as the cash machine will be unavailable for students to use and canteen staff will not be able to handle money.

Students are strongly encouraged to bring a full water bottle each day, which can be refilled in the canteen during their daily slot if needed.

### **Does my child have to wear academy uniform?**

Yes. Guidance has changed that enables all students (and staff!) to wear full academy uniform, including the Oak Academy bag. We hope in this regard it will help students settle back into a 'normal' routine as quickly as possible.

The one change we are making is that we are asking students to wear full PE kit in place of the normal uniform on days when they have core PE. This will remove the need to use changing facilities. For all students this means wearing the branded PE top and a plain black jumper/sweatshirt, black jogging bottoms or black leggings that are not see-through.

## **What happens if my child becomes unwell?**

Students must not attend if they are displaying any symptoms of Covid-19.

If a student becomes unwell during the day and it is not symptomatic of Covid-19, then our usual process can be followed and first aid will be administered.

Should any student develop symptoms of Covid-19, they will be isolated with a member of staff to limit the possible risk of transmission, parents will be contacted and the student sent home.

We expect that families will undertake a Covid-19 test and share with us the outcome.

## **What about books and equipment?**

Student exercise books will remain at Oak and be stored in the year group bases. We will be using MS Teams to set and mark assignments, although paper-based assessments may also be used. Staff will not formally mark exercise books during the first term but verbal feedback will be given and again, MS Teams can be used to mark and assess students' work.

It is your responsibility to ensure that your child has all the pens and equipment they need for their learning. We are unable to supply pens if students arrive to school and do not have them.

At a cost of £2, we are happy to take responsibility and provide students with a zipped plastic wallet that contains all the basic stationery required. This is considerably cheaper than buying the items independently. We are offering this service to all families and will send out a survey when term begins for orders to be placed.

## **How can parents stay in contact with Oak Academy?**

As part of our risk assessment and operational plan, we will be using an appointment system for parents wanting to visit Oak site and meet with staff.

No parents will be able to enter the academy without a prior appointment.

Email or telephone calls to the academy remain the best forms of initial communication and staff will aim to respond within 24hrs during the working week.

If you need to meet with someone, please contact the academy first to arrange an appointment. We have set aside dedicated meeting rooms that will be cleaned after use, and sanitiser will be available for you to use upon arrival.

I am grateful for your support in this regard so that we can minimise the risk of infection transmission.

## **When do students return to Oak Academy?**

Year 7 will join us on **Friday 4<sup>th</sup> September** from 12.00-14.00 for their induction to Oak.

They should wear full academy uniform and will complete a range of induction activities. There will be no formal lessons. Year 7 will then have a full day with us on **Monday 7<sup>th</sup> September** and should arrive for 8.30.

All other students will be invited to an orientation session in either the morning or afternoon of **Monday 7<sup>th</sup> September**.

Please see below for further details:

# Monday 7<sup>th</sup> September

## Year 7

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
8.00-8.30	<i>Year 7 Arrival</i>	<i>All</i>	<i>Canteen</i>
8.30-9.00	<b>Assembly (SWI)</b>	Year 7	Hall B
9.00-9.30	<b>Tutor Time</b>	Year 7	English Rooms
9.30-10.00	<b>Subject Rotation 1</b> • English, Maths, Science or ParentPay	Year 7	
10.00-10.30	<b>Subject Rotation 2</b> • English, Maths, Science or ParentPay	Year 7	
10.30-11.00	<i>Break</i>		
11.00 -11.30	<b>Subject Rotation 3</b> • English, Maths, Science or ParentPay	Year 7	English Rooms
11.30-12.00	<b>Subject Rotation 4</b> • English, Maths, Science or ParentPay	Year 7	
12.00-1.00	<b>Tutor Time</b>	Year 7	
1.00-1.30	<i>Lunch</i>		
1.30-2.30	<b>House Orientation Events (MPR)</b>	<i>Year 7</i>	<i>TBC</i>
2.30	<i>End of Day</i>		

## Years 9 and 11

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
9.30-10.00	<i>Arrival</i>	<i>All</i>	<i>11- Canteen 9 – Hall A</i>
10.00-11.00	<b>T1 Expectations Assembly</b> • Well-being (Covid-19 Response) • Operational Procedures	Year 9	Hall A (RBU)
		Year 11	Hall B (HRI)
11.00-12.30	<b>Tutor Time</b> • Planners, TTs and Expectations	Year 9	MFL Rooms
		Year 11	Maths Hub
12.30	<i>End of Day</i>		

## Years 8 and 10

<i>Time</i>	<i>Activity</i>	<i>Audience</i>	<i>Venue</i>
12.00-12.15	<i>Arrival</i>	<i>All</i>	<i>10- Canteen 8 – Hall A</i>
12.30-1.30	<b>T1 Expectations Assembly</b> • Well-being (Covid-19 Response) • Operational Procedures	Year 8	Hall A (EBI)
		Year 10	Hall B (MHE)
1.30-3.00	<b>Tutor Time</b> • Planners, TTs and Expectations	Year 8	Science Labs
		Year 10	Hums Rooms
3.00	<i>End of Day</i>		