

Tuesday 15<sup>th</sup> December 2020

Dear Parents/Carers

**RE: Operational Plans for January 2021 & Start of Term Arrangements**

I hope this letter finds you well and looking forward to a much deserved Christmas break when term ends for students this Thursday, 17<sup>th</sup> December!

I am writing to update you on changes to our operational plan from January.

We have learnt much during the autumn term about managing the risk of infection transmission and I am truly thankful to you, the parents, in ensuring our operational plan has been followed at all times. The students themselves have also responded positively to these required changes.

Although we have experienced 3 positive cases within our community, the impact has been minimised and successfully managed as a result of our joint efforts to keep everyone safe and follow the plan.

Following weekly reviews of our operational plan and risk assessment, along with revised and updated guidance published by the government, we have taken the decision to change an element of our plan that relates to movement around the site.

Learning and well-being remain at the heart of what we do. With this in mind, from January staff will return to their own subject classroom spaces to teach and students will follow their timetable, moving around the site between lessons.

We have reviewed carefully the impact this has on our risk management strategy and have determined that with additional measures in place, we can continue to keep the risk of infection transmission as low as is possible.

These measures include keeping year groups in bubbles before school, during break and lunch and when accessing the canteen. Entrances, social areas and toilets will continue to be assigned to particular year groups, or shared between no more than two year groups. The principle of social distancing will remain at all times, and students are expected to follow this as they move around the site.

In addition, revised signage and a one-way system around the academy will be introduced for all students and staff to follow. Bells are being introduced at the end of every lesson to signal when students should move. A 'cleaning bell' will sound five minutes before the end of the lesson to signal the need for equipment and desks to be cleaned by students and staff in the classroom before they leave.

We have also revised our classroom expectations during the autumn term with changes introduced from November that are now well established to further support these new measures.

**Oak Academy**

Sian Thomas, BEd (Hons), CEO - AAT  
Paul Holman, BSc (Hons), Director of Outcomes  
Richard Burgas, BA(Hons), Principal

**[www.oak-academy.co.uk](http://www.oak-academy.co.uk)**

E [office@oak-academy.co.uk](mailto:office@oak-academy.co.uk) T 01202 774600  
Duck Lane, Bournemouth. Dorset. BH11 9JJ

I have been in regular contact with Trust Directors and colleagues at BCP Council throughout the autumn term to ensure that we continue to do all that we possibly can to minimise the risk of infection transmission. These discussions, as well as updated government guidance, have helped inform our decision making and we will continue to consult with all relevant professionals and agencies in this regard.

A key factor in our decision making is that all students and staff have been required to wear facemasks when moving around the site and in communal areas since the 9<sup>th</sup> November. The student response to this has generally been good, and we have provided disposable masks to anyone that has genuinely mislaid or forgotten their mask.

From January, it will remain a critical element of our risk management strategy that ALL students and staff continue to wear masks:

- On arrival to and when leaving the academy each day.
- When moving around the site, leaving classrooms, and in communal areas.
- When instructed to by a member of staff.

Parents/carers must ensure that their children have an appropriate face mask, and ensure that they understand the expectation of how these are worn during the day at Oak.

We will continue to have a limited stock available, but consider the need to issue these in only the most exceptional circumstances. At the same time, revised government guidance states that wearing a visor is in addition to wearing a face mask, not instead of it. In other words, face masks must be worn at all appropriate times as directed above.

A summary of our revised operational changes, along with how students will return in January 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/>

Having seen the positive student response to our operational plan throughout the autumn term, I am confident that we will see an equally positive response when students return in January.

In the meantime, do contact me directly should you have any questions regarding any aspect of our operational plan or risk assessment.

On behalf of all staff at Oak Academy, I would like to thank you for your continued support at these challenging times. Our success is very much the result of a team effort!

We wish you and your family a very restful Christmas holiday when it arrives and are very much looking forward to working with you again when the spring term begins.

Yours sincerely,



Richard Burgas  
Principal

## 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 and considering our experiences from the autumn term, we are moving to staff teaching in their subject classrooms, with students moving around the site between lessons from January 2021.

Movement around the site is tightly managed with a one-way system in place and controlled access to the canteen at break and lunch times.

Year group 'bubbles' will still be in place before the academy day and during break and lunch.

Year groups will still have an identified entry and exit point to the academy and be assigned a social area (inside and outside) for their sole use.

Toilets will continue to be allocated to year groups.

### **How will we reduce the risk of infection 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, cleaning and storing equipment 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 areas by 8.35. All students will follow our planned curriculum and be issued with new timetables when they return on Tuesday 5<sup>th</sup> January.

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

All students will have access to the canteen ONCE a day only. This has not changed since September and students are well practised in knowing when and how to access the canteen.

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. Students should wear full uniform each day and follow all expectations of our dress code regarding hair and nail styles, and rules regarding piercings.

On days where a student has PE, kit should be brought and changing rooms are being opened for students to change into their kit at the start of the lesson.

We hope in this regard it will help students settle back into a 'normal' routine as quickly as possible.

## **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 predominately remain at Oak, although items can travel between home and the academy as required, for example when completing home learning tasks.

We will continue to use MS Teams to set and mark assignments, although paper-based assessments may also be used. Staff will formally mark exercise books in the usual way.

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 £1, we are able to provide students with a zipped plastic wallet that contains all the basic stationery required. This is considerably cheaper than buying the items independently.

## **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?**

Term starts for all students on Tuesday 5<sup>th</sup> January, 2021.

Students should wear full academy uniform, including the Oak academy bag and ensure that they are wearing a face mask upon arrival and when moving around the site and in all communal areas.

All students will be invited to an expectations assembly, in order to be briefed of our operational changes and will walk the site to learn the one-way system and further control measures in place as part of the tutor time session.

Please see below for further details:

## Tuesday 5<sup>th</sup> January 2021

### Year 11

Time	Activity	Audience	Venue
8.20-8.35	<i>Year 11 Arrival – meet in the common room to identify Lesson 1 Classrooms</i>		
8.40-9.40	<b>Operational Briefing, Timetables and Expectations</b> <ul style="list-style-type: none"> <li>Delivered by English Teachers</li> </ul>	Year 11	Class Rooms
9.40-10.40	<b>Lesson 2 (Week 1 Tuesday)</b>	Year 11	Class Rooms

Note: Normal Timetable is followed from Lesson 2.

### Years 7 and 8

Time	Activity	Audience	Venue
8.20-8.35	<i>Arrival – Year 7 Canteen TOP end, Year 8 Canteen BOTTOM end</i>		
8.40-9.40	<b>T3 Expectations Assembly</b> <ul style="list-style-type: none"> <li>Well-being (Covid-19 Response)</li> <li>Operational Procedures</li> </ul>	Year 7	Hall B (RBU)
		Year 8	Hall A (HRI)
9.40-11.00	<b>Tutor Time</b> <ul style="list-style-type: none"> <li>Planners, TTs and Expectations</li> <li>Led by Year 7 &amp; 8 Tutors</li> <li>To include walk-through of the site</li> </ul>	Year 7	Tutor Rooms
		Year 8	Tutor Rooms
11.00-11.30	<i>Break</i>		

Note: Normal Timetable is followed from Break.

### Years 9 and 10

Time	Activity	Audience	Venue
9.20-9.35	<i>Arrival – Year 9 Canteen TOP end, Year 10 Canteen BOTTOM end</i>		
9.40-10.40	<b>T3 Expectations Assembly</b> <ul style="list-style-type: none"> <li>Well-being (Covid-19 Response)</li> <li>Operational Procedures</li> </ul>	Year 9	Hall B (RBU)
		Year 10	Hall A (HRI)
10.40-11.00	<b>Tutor Time</b> <ul style="list-style-type: none"> <li>Planners, TTs and Expectations</li> </ul>	Year 9	Tutor Rooms
		Year 10	Tutor Rooms
11.00-11.30	<i>Break</i>		

Note: Normal Timetable is followed from Break.