

Wednesday 24<sup>th</sup> February 2021

Dear Parents/Carers

**RE: Phased Return Arrangements for Students – March 2021**

I hope this letter finds you well and, like us, you are looking forward to students returning to Oak in the very near future!

Just like the Government's 'road map', we are being asked to implement a similar phased approach in managing students' return and access to lateral flow testing. Where consent has been given, students will complete their first lateral flow test at the end of next week and details of this process are contained within this letter.

All students will then undertake a phased return, starting with Years 10 and 11, from Monday 8<sup>th</sup> March. Our plan will see all students fully onsite from Wednesday 10<sup>th</sup> March.

Remote learning will remain in place for all students not required to attend. Equally, provision onsite remains in place for students that have been accessing it since January – they will join their peers when their year group returns.

As you have come to expect, education and well-being are at the heart of what we do, and our plan rightly gives time to each year group to ensure needs can continue to be met.

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

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, we really can't wait to have students back learning with us and know this will be a welcome return to a degree of normality for us all!

Yours sincerely,



Richard Burgas  
Principal

**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**

E office@oak-academy.co.uk T 01202 774600  
Duck Lane, Bournemouth, Dorset. BH11 9JJ

## Initial LFD Testing from Wednesday 3<sup>rd</sup> March 2021

Lateral flow testing will begin for students (where parental consent has been given) before the phased return.

This will enable us to identify any asymptomatic positive cases before large groups are on site and ensure a smooth transition back to the routines of classroom-based learning.

Year groups will be allocated a block of time when they will be tested, and individual students will receive a specific time to attend and complete the lateral flow test. Letters will be issued to parents shortly.

It is important that students arrive promptly on site and report to Hall A, where the tests are conducted. Once complete (the process should take no longer than 30 minutes), students will then leave the site and return home.

During this block of time, no lessons will be set for this year group, regardless as to whether the student is being tested or not. This is to create staff capacity to support with operational plans and to ensure that students engaged in testing do not miss out on lessons. With students returning the following week, considerable planning time has already been given to adjust the content and skills delivered in subjects as part of our recovery curriculum – we do not foresee any disadvantage by suspending lessons during this short period of time.

Students not engaged in testing will remain home, working remotely, until invited back in following the phased return as set out at the end of this letter.

Students engaged in testing will be invited in during the following blocks of time, to complete the testing process as explained above:

	Morning Session 8.30am – 11.30am	Afternoon Session 12.00pm – 3.00pm
Wednesday 3 <sup>rd</sup>	Year 11	Year 10
Thursday 4 <sup>th</sup>	Year 9	Year 8
Friday 5 <sup>th</sup>	Year 7	Year 7

## Students' Phased Return from Monday 8<sup>th</sup> March 2021

All students will undertake a phased return this week, complete an expectation's assembly to explain our 'road map' until Easter and continue to receive the second and third lateral flow tests ahead of the rollout of home-testing kits.

### Monday 8<sup>th</sup> March – Return of Years 10 and 11

Year Group	Student Actions
Year 11	<ul style="list-style-type: none"><li>• Students arrive to Hall B for 8.40am.</li><li>• 8.40am-9.40am – Expectations Assembly in Hall B.</li><li>• New timetables are issued.</li><li>• Normal lessons resume following this assembly.</li></ul>
Year 10	<ul style="list-style-type: none"><li>• Students arrive to Hall B for 10.00am.</li><li>• 10.00am-11.00am – Expectations Assembly in Hall B.</li><li>• New timetables are issued.</li><li>• Normal lessons resume following this assembly.</li></ul>
Years 7, 8 & 9	<ul style="list-style-type: none"><li>• Remote learning continues for students.</li></ul>

### Tuesday 9<sup>th</sup> March – Return of Years 8 and 9

Year Group	Student Actions
Year 8	<ul style="list-style-type: none"><li>• Students arrive to Hall B for 8.40am.</li><li>• 8.40am-9.40am – Expectations Assembly in Hall B.</li><li>• New timetables are issued.</li><li>• Normal lessons resume following this assembly.</li></ul>
Year 9	<ul style="list-style-type: none"><li>• Students arrive to Hall B for 10.00am.</li><li>• 10.00am-11.00am – Expectations Assembly in Hall B.</li><li>• New timetables are issued.</li><li>• Normal lessons resume following this assembly.</li></ul>
Year 7	<ul style="list-style-type: none"><li>• Remote learning continues for students.</li></ul>

### Wednesday 10<sup>th</sup> March – Return of Year 7

Year Group	Student Actions
Year 7	<ul style="list-style-type: none"><li>• Students arrive to Hall B for 8.40am.</li><li>• 8.40am-9.40am – Expectations Assembly in Hall B.</li><li>• New timetables are issued.</li><li>• Normal lessons resume following this assembly.</li></ul>

#### Note:

Non negotiables to ensure the safety and well-being of our academy community are:

- The academy uniform is worn correctly.
- Routines of good attendance and punctuality are established.
- Students are well equipped for their learning, pens, rulers, pencils, etc.
- Facemasks or exemption lanyards are always worn, including during lessons.
- Students and staff follow the one-way systems and access points in place.
- Students and staff walk on the left in communal areas and corridors.
- Relationships are positive, polite, and respectful.
- Our time until Easter is one of 'recovery' and 'routine' – restoring good habits and high expectations now that we're all back onsite.
- Safeguarding is everyone's responsibility.

Parents/Carers are encouraged to contact us in advance of any problems/concerns they may have around their child returning to Oak, so that working together we can make this transition as smooth and successful as possible.

## 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 when they return in March.

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 during the expectation's assembly as part of the phased return.

### **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. A limited supply of pens will be issued to help students settle as quickly as possible, but once these have run out, we are unable to supply more if students arrive to school and do not have them.

## **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?**

All students will undertake a phased return week commencing Monday 8<sup>th</sup> March, with everyone onsite from Wednesday 10<sup>th</sup> March.

Students should wear full academy uniform, including the Oak academy bag and ensure that they are always wearing a face mask or exemption lanyard, in communal areas, corridors and in classrooms during lessons.

All students will be invited to an expectation's assembly, to be briefed of these operational changes and will walk the site to learn the one-way system and further control measures in place as part of the phased return to Oak. The video explaining our new access arrangements, published for January, can be found here:

[Oak Academy - Getting around March 2021 - YouTube](#)