

Since September, Oak Academy has welcomed all students back on a full curriculum following normal start and finish times and an unaltered lesson format. Students have remained in year group bubbles during this time, apart from time spent in specialist subject classrooms.

With routines well established, a comprehensive risk assessment in place and in consideration of the continued advice and guidance available, now is the time for further changes to our operational plan to ensure that the learning environment and quality of education are the best they can be, without compromising the safety and well-being of students, staff, and members of our wider Oak community.

From March, the Academy will return to a more 'normal' timetable and operational practice in terms of rooming subjects back in their curriculum areas, with students moving between lessons as they follow their individual timetables. Given the abundance of space we have at Oak and the fact that we are smaller than the average academy, and that guidance insists all staff, students and visitors wear face coverings when moving around the site and in communal areas and students and wear masks in classrooms where social distancing is not possible, we feel that with the additional measures detailed in this plan, we can operate in this way and continue to ensure that the risk of Covid-19 infection transmission is as low as it can possibly be.

A full, revised and updated risk assessment sits alongside this document and will be reviewed weekly by senior leaders during the spring term.

### **Rationale**

*Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn, therefore we need to ensure all pupils can return to school sooner rather than later.*

*The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.*

*Lower academic achievement also translates into long-term economic costs due to having a less qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire lives. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.*

*In relation to working in schools, while it is not possible to ensure a totally risk-free environment, there is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.*

*Given the growing evidence base, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).*

Set out on the pages that follow are the individual year group plans and further guidance regarding the operational running of the Academy day.

### Timings of School Day

- All students should arrive at school between 8.00 and 8.30 through their designated gate and wait in their year group bases indicated on pages 3-5. Students arriving between these times can access breakfast in these areas.
- At the start of the day students can access these areas only (no access to the playgrounds during this time to limit duties).
- On arrival students need to use hand sanitiser in their designated area.
- Students who arrive from 8.30-8.40 should make their way straight to their first lesson of the day. When students enter the classroom, they will need to hand sanitise if they did not do this in their base.
- Students who arrive on bikes/scooters must go straight to the bike rack to lock them up and then return to the base or first lesson.
- From 9.00, all entrance points to the school will be locked and students should use the main entrance. They will need to go to main reception to register and use hand sanitiser, before moving to lessons.
- Timings of the day remain unchanged, apart from Year 11, who will access the canteen while other year groups have tutor time.

Timings	Year 7-10
8.00 - 8.35	Breakfast in base
8.35- 8.40	Move to lesson
8.40 - 9.40	Lesson 1
9.40 - 10.40	Lesson 2
10.40 - 11:00	Tutor Time
11.00 - 11.30	Break
11.30 - 12.30	Lesson 3
12.30 - 13.30	Lesson 4
13.30 - 14.00	Lunch
14.00 - 15.00	Lesson 5
15.00	End of day

Timings	Year 11
8.00 - 8.35	Breakfast in base
8.35 - 8.40	Move to lesson
8.40 - 9.40	Lesson 1
9.40 - 10.40	Lesson 2
10.40 - 11:10	Break (Canteen access)
11.10- 11.30	Tutor Time
11.30 - 12.30	Lesson 3
12.30 - 13.30	Lesson 4
13.30 - 14.00	Lunch
14.00 - 15.00	Lesson 5
15.00	End of day

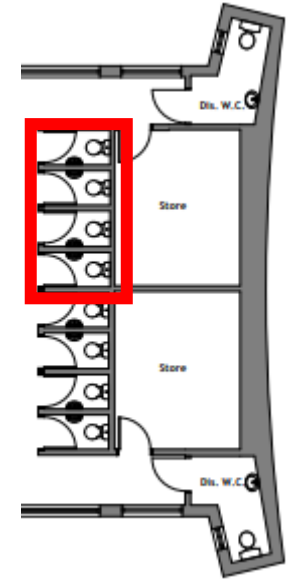
Timings	Friday
8.00 - 8.35	Breakfast in base
8.35 - 8.40	Move to lesson
8.40 - 9.40	Lesson 1
9.40 - 10.40	Lesson 2
10.40 – 11.30	Lesson 3
11.30 – 12.00	Brunch
12.00 - 13.00	Lesson 4
13.00 - 14.00	Lesson 5
14.00	End of day

- During the Academy day the site will operate a one-way system to allow students to move to classrooms with minimal mixing of bubbles.
- The Academy will return to a bell system to ensure that lesson changes occur in sync to minimise crossover at key points.
- Warning bells will sound as normal 5 minutes before the start of the day and at the end of break and lunch.
- “Clean down” bells will sound 5 minutes before the end of lessons to guide staff and students to pack away and wipe down desks, etc, before dismissal.
- A further bell will sound at the end of lessons, so teachers know when to dismiss classes.<sup>1, 10</sup>

## Year Group Plans

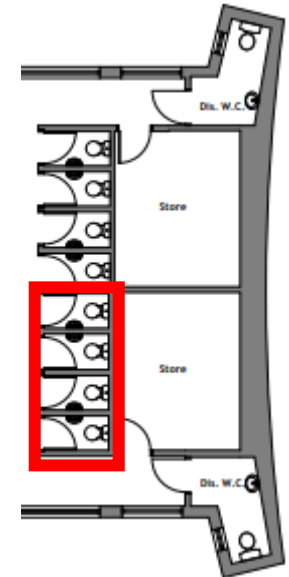
### Year 7

<b>Entrance</b>	Main Gate, left side path <sup>7</sup>					
<b>Exit</b>	Main Gate, left side path <b>OR</b> AFCB Gate when leaving at the end of the day from rooms 1.1-1.9, 2.5-2.8					
<b>Before school base/breakfast</b>	Canteen bottom end					
<b>HOY Base</b>	A Block office (next to the Data office)					
<b>Toilets</b>	Science Toilets bottom end					
<b>Break and lunch</b>	Students have access to the canteen bottom end, Playground A, Hall A and patio on rotation as below. Access to Hall A and patio should be through the Hall doors, access to the playground should be through doors next to IT3.					
		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Break</b>	Hall A and patio	Canteen and playground A	Hall A and patio	Canteen and playground A	Hall A and patio
	<b>Lunch</b>	Canteen and playground A	Hall A and patio	Canteen and playground A	Hall A and patio	



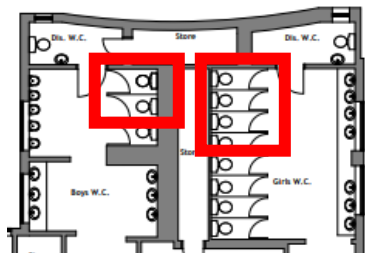
### Year 8

<b>Entrance</b>	Main Gate, left side path <sup>7</sup>					
<b>Exit</b>	Main Gate, left side path <b>OR</b> AFCB Gate when leaving at the end of the day from rooms 1.1-1.9, 2.5-2.8					
<b>Before school base/breakfast</b>	Hall A					
<b>HOY Base</b>	A Block office (next to disabled toilet)					
<b>Toilets</b>	Science Toilets top end					
<b>Break and lunch</b>	Students have access to the canteen bottom end, Playground A, Hall A and patio on rotation as below. Access to Hall A and patio should be through the Hall doors, access to the playground should be through doors next to IT3.					
		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Break</b>	Canteen and playground A	Hall A and patio	Canteen and playground A	Hall A and patio	Canteen and playground A
	<b>Lunch</b>	Hall A and patio	Canteen and playground A	Hall A and patio	Canteen and playground A	



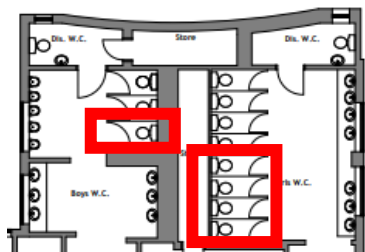
## Year 9

<b>Entrance</b>	Main Gate, right side path <sup>7</sup>					
<b>Exit</b>	Main gate, right side path <b>OR</b> AFCB Gate when leaving at the end of the day from rooms 1.1-1.9, 2.5-2.8					
<b>Before school base/breakfast</b>	Canteen top end					
<b>HOY Base</b>	ISC					
<b>Toilets</b>	B Block					
<b>Break and lunch</b>	Students have access to the canteen top end - access is from the B corridor and/or the external door. Social Areas, Playground B and Hall B, are on rotation as below. Access to Playground B is via doors opposite the hall.					
		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Break</b>	Canteen and playground B	Hall B and playground B	Canteen and playground B	Hall B and playground B	Canteen and playground B
<b>Lunch</b>	Hall B and playground B	Canteen and playground B	Hall B and playground B	Canteen and playground B		



## Year 10

<b>Entrance</b>	Main Gate, right side path <sup>7</sup>					
<b>Exit</b>	Main gate, right side path <b>OR</b> AFCB Gate when leaving at the end of the day from rooms 1.1-1.9, 2.5-2.8					
<b>Before school base/breakfast</b>	Hall B					
<b>HOY Base</b>	2.1					
<b>Toilets</b>	B Block					
<b>Break and lunch</b>	Students have access to the canteen top end - access is from the B corridor and/or the external door. Social Areas, Playground B and Hall B, are on rotation as below. Access to Playground B is via doors onto the playground near SEND, at the end of the B corridor.					
		<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Break</b>	Hall B and playground B	Canteen and playground B	Hall B and playground B	Canteen and playground B	Hall B and playground B
<b>Lunch</b>	Canteen and playground B	Hall B and playground B	Canteen and playground B	Hall B and playground B		



**Year 11**

<b>Entrance</b>	Year 11 Gate
<b>Exit</b>	Year 11 Gate <b>OR</b> AFCB Gate when leaving at the end of the day from rooms 1.1-1.9, 2.7-2.8
<b>Before school base/breakfast</b>	Year 11 common room
<b>HOY Base</b>	HSC room
<b>Toilets</b>	Maths/Sports hall during break and lunch
<b>Break and lunch</b>	Access to canteen between 10.40 and 11.00 each day Students have access to the common room at break and lunch. Access to Gym A at break and lunch

## **Toilet Access**

Before school and during breaks and lunchtimes students should use toilets as designated below. Cubicles will be signposted for year groups.<sup>6</sup>

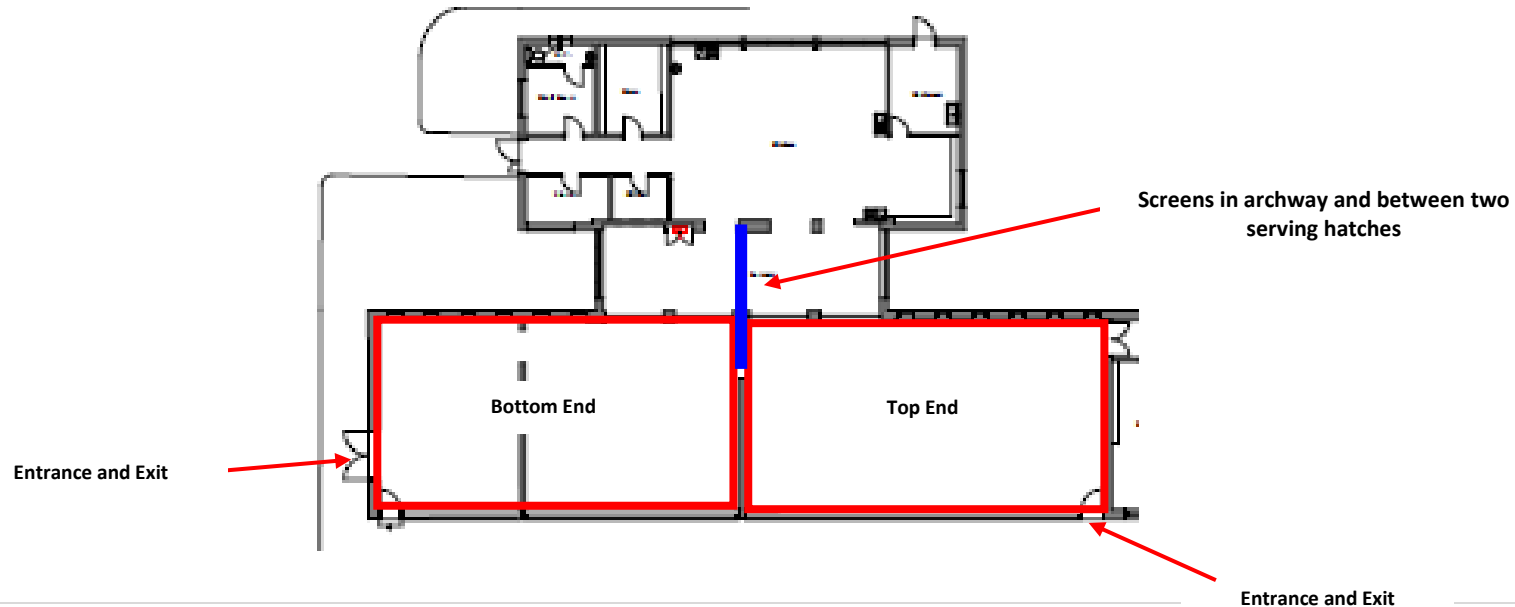
<b>Year 7</b>	Science
<b>Year 8</b>	Science
<b>Year 9</b>	B Block
<b>Year 10</b>	B Block
<b>Year 11</b>	Maths/Sport Areas

Students should not be accessing toilets during or between lessons. Where this is unavoidable, students should use toilets closest to their classroom. They will be expected to practise good hand hygiene by the classroom teacher when released.

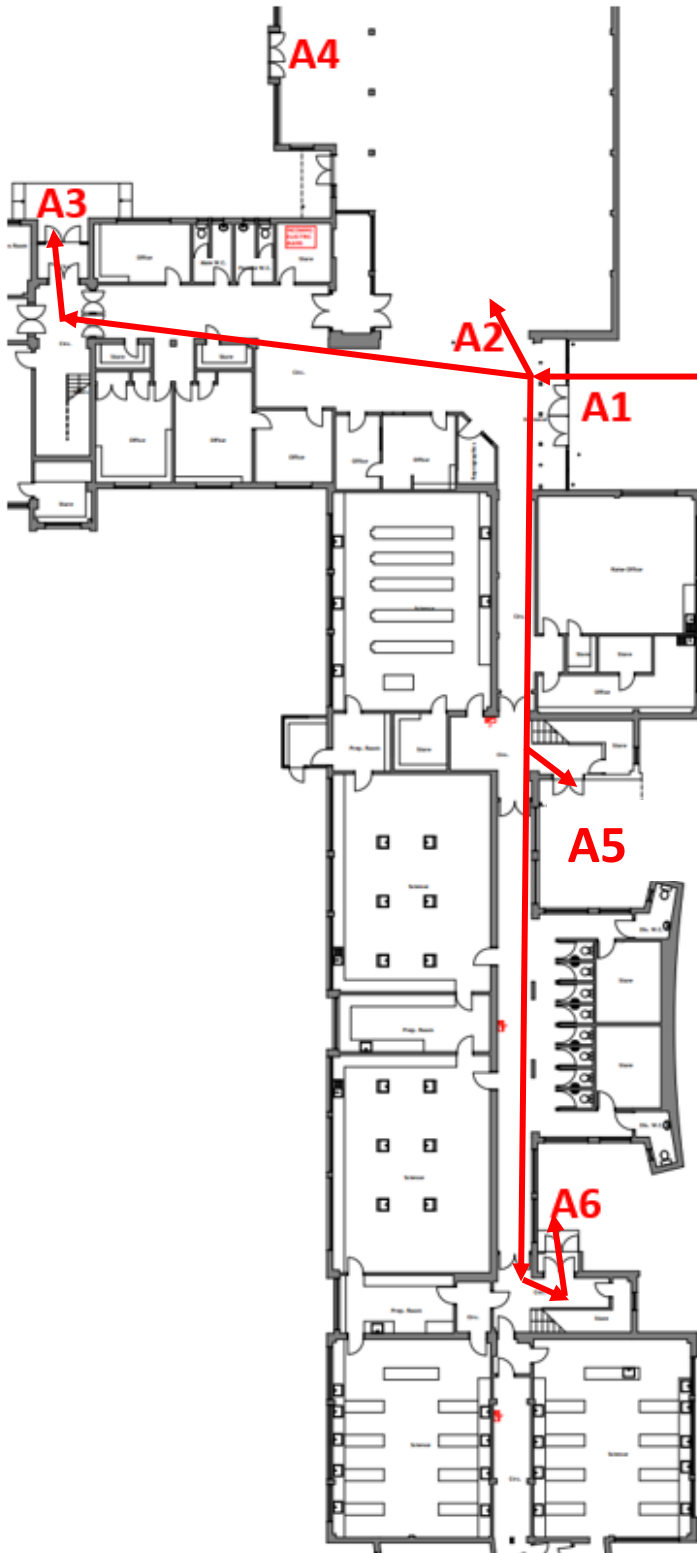
## Canteen

- Students will not be able to mix year groups in the canteen.
- All students will be given the opportunity to access the canteen **once only** during their school day.
- Timings for Year 11 will be altered to allow them access at 10.40 each day. Year 11 students can purchase food but then must return to their base.
- Break time for Year 11 will run until 11.10. Tutor Time will then run from 11.10 – 11.30.
- On a Friday, no students can access the canteen to buy food.
- Pre-ordered packed lunches are only available on this day and will be delivered to the breakfast base at the start of lunch break.
- Even though some year groups will access the seating area during this time on Friday, **there will be no opportunity to purchase food and drink.**
- The same cashless system will remain in place and we will actively promote hand hygiene. Hand sanitiser will be available at each thumb reader.
- Accounts must however be preloaded online by parents in advance. **The cash machine on site will be unavailable and canteen staff cannot accept cash.**

	Monday			Tuesday			Wednesday			Thursday			Friday	
	Before	Break	Lunch	Before	Break	Lunch	Before	Break	Lunch	Before	Break	Lunch	Before	Brunch
<b>Top</b>	Year 9	Year 9	Year 10	Year 9	Year 10	Year 9	Year 9	Year 9	Year 10	Year 9	Year 10	Year 9	Year 9	Year 9
<b>Bottom</b>	Year 7	Year 8	Year 7	Year 7	Year 7	Year 8	Year 7	Year 8	Year 7	Year 7	Year 7	Year 8	Year 7	Year 8



## A Block

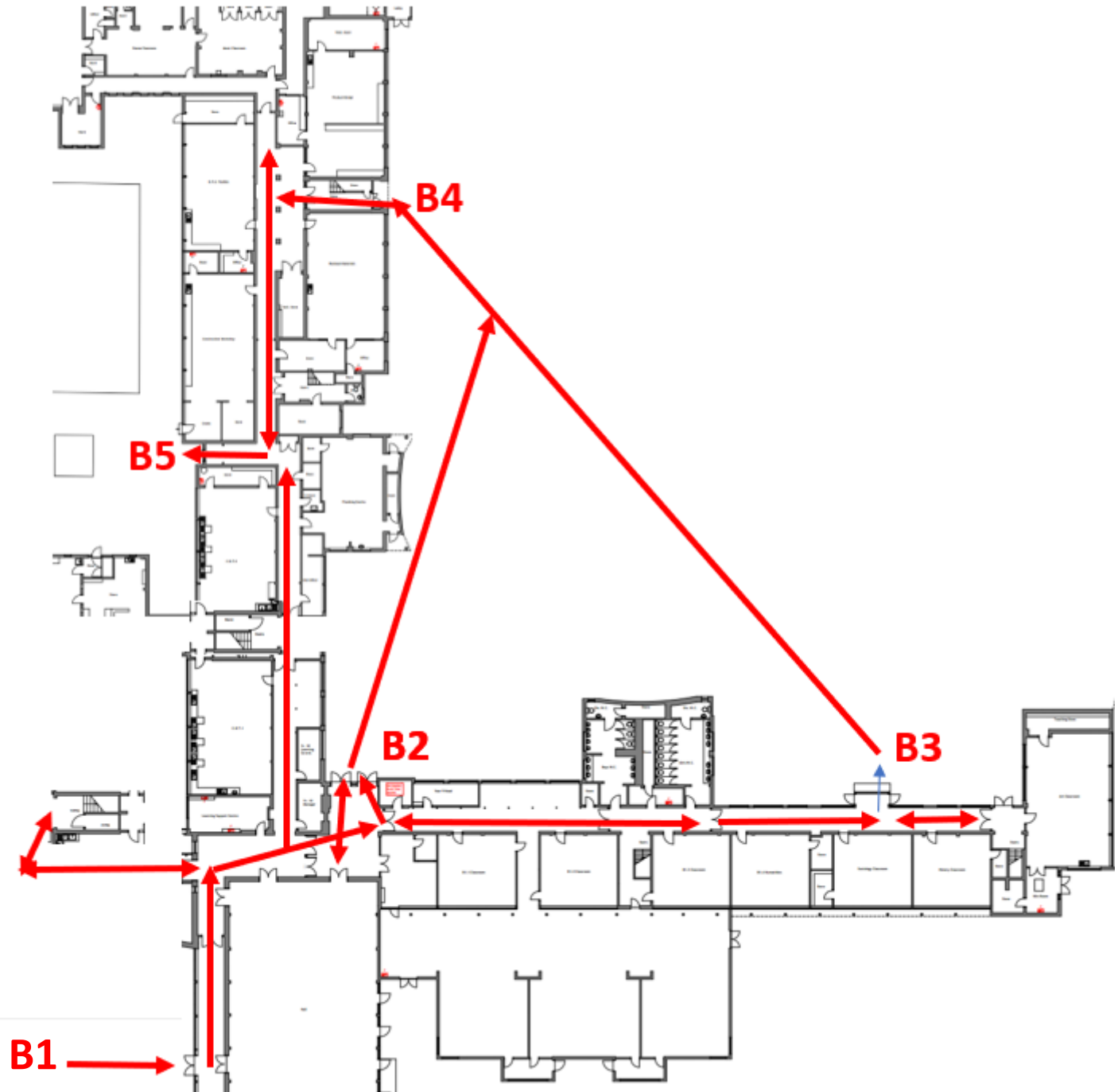


	<b>Entrance to A Block</b>
<b>A1</b>	Access to Hall A, Playground A, HSC, IT4, Toilets and all Labs
<b>A2</b>	<b>Entrance and exit to Hall A</b>
<b>A3</b>	<b>Entrance and exit Playground A</b>
<b>A4</b>	<b>Entrance and exit to Patio area</b>
<b>A5</b>	<b>Exit from A block</b> Exit here from Hall A, Playground A, IT3, HSC, IT4, Lab 1
<b>A6</b>	<b>Exit from A block</b> Exit here from Lab 2-7.



## B Block

<b>B1</b>	<b>Entrance to B Block</b> Access to Hall B and all B Block classrooms
<b>B2</b>	<b>Exit and Entrance to Playground B</b> For use by Year 9 at break and lunch only
<b>B3</b>	<b>Exit to Playground B</b> Main route out from English, humanities and MFL rooms.
<b>B4</b>	<b>Entrance to Art/PE corridor</b> To access rooms and exit from B Block
<b>B5</b>	<b>Exit from B block</b>
<b>B6</b>	<b>School exit</b> To be used at the end of the day when exiting from 1.1-1.9, 2.7, 2.8



## **Moving around the site**

- Students will always keep to the left when moving around the site. <sup>8</sup>
- There will be one-way systems in place wherever possible.
- Students will keep to the left on stairways. Tape will be added to all stairways to indicate this divide. <sup>2</sup>
- Signage will be placed up around the school to promote safe movement around the site.<sup>3</sup>
- Students will be expected to wear masks in all communal areas. Signage will be added for this.<sup>4</sup>
- Clear signage of all entrance and exit points for all parts of the building will be added. <sup>5</sup>
- When moving from A block to B block or vice versa, staff and students will need to use the following routes:
  - From B Block exit (DT3 door) students move around the back of the canteen and either enter A Block, Sports Hall, Maths Block or travel back to students' entrance by Hall B.
  - From A Block exits (HSC doors and Lab 4 doors) students move along to Maths Block or along to Sports Hall or across the island, using the pathway, to the students' entrance by Hall B.
  - From Maths Block exit students move along to A Block Entrance, Sports Hall or across the island, using the pathway, to the students' entrance by Hall B.

## **Classrooms**

- All theory classrooms will be set up to be forward facing.
- Seating plans to be in place for all lessons. <sup>11</sup>
- Space to be left at the front of the room to create social distancing for staff.
- Every room has been fitted with a hand sanitiser dispenser
- Every room has been provided with a cleaning caddy.
- Students are expected to bring all necessary equipment. Stationery packs are available for purchase if required.<sup>12</sup>
- Students will need to wear face masks in classrooms as social distancing is not possible.
- Students are to follow Oak's classroom expectations for learning, as detailed on the front of exercise books.

**Classrooms to be assigned** <sup>9</sup>

Room	Subject	Main Teacher	Room	Subject	Main Teacher
1.1	English	CST/SBR	IT3	Variable	Variable
1.2	English	GRE	Lab 1	Science	JWA
1.3	English	CMO	Lab 2	Science	NJE
1.4	MFL	SN1	Lab 3	Science	CSW
1.7	English	LBR	Lab 4	Science	SHU
1.8	English	RJS	Lab 5	Science	Studio
1.9	English	LWE	Lab 6	DT	SMU (SAA)
2.2	Variable	Variable	Lab 7	Science	SWI
2.3	Hums	EBI	HSC1	HSC	RCU
2.4	Hums	SBU	HSC2	H&B	CCA (SAA)
2.5	Hums	EWE	IT4	Computing	BHO
2.6	MFL	CMC	M1.1	Maths	CBE
2.7	Hums	GWH	M2.1	Maths	USP
2.8	Hums	MHE/SBU/EBI	M2.2	Maths	KPR
DT1	Food	SSH/AJO	M2.3	Maths	NTA
DT2	Food	SSH/AJO	M1.4	Maths	SLN
DT4	Art/3DForm	KGA	IT1	Variable	Variable
DT5	Art/Textiles	AWH	IT2	Variable	Variable
DT7	Art	AWH	PA1	Music	LDA
			PA3	Drama	AJO
			PA4	Drama	AJO
			PA5	Music	LDA

### **Hospitality and Catering**

- DT1 is set up as a second preparation room where students can drop off ingredients in the morning.
- EFU to place food in the fridge where needed.
- Visors and face masks to be worn by teachers in the classroom to enable closer proximity working with students.
- DT1 used as a second preparation room for students to increase the amount of space and distance when working.

### **PE**

- Students will bring PE kit to school and change in the changing rooms.
- Students will be required to wear masks while changing.

### **Staff workspaces**

- Staff will now work back in their own classrooms.
- The Staffroom, English & Maths Workrooms, HoY room within each Year Group base are available for staff to use as workrooms when not teaching.

### **COVID-19 Withdrawal Room**

- Top end of the DT corridor in B Building

### **First Aid Room**

- A Block Data Office<sup>13</sup> & SEND Area

## **Personal Development, Behaviour and Welfare**

- *It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.*
- *Schools should work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life (DFE)*

## **Rewards**

- Rewards will play a major role in encouraging students to follow our expectations.
- Staff will issue rewards verbally to students, recording these centrally in SIMS.
- Heads of Year will monitor rewards through the tutor programme.

## **Detentions**

- Detentions will only be set after school.
- Detentions will be for 30 minutes, Monday-Friday. A student who has been On Called and removed from a lesson will receive this detention daily unless they have been withdrawn from that lesson after 2.30pm when it will be carried over until the next school day.
- Parent/carers will continue to be notified when a detention has been set.

## **Ready to Learn**

- The normal Rewards and Sanctions Policy will be followed – students will have an opportunity to de-escalate a situation prior to removal from a lesson.
- If a student is removed by our On-Call system, it will be for that lesson only. (If further On Calls are made throughout the duration of the day, the student will be removed again for that lesson only).
- Duty rotas will ensure there is inclusion support every lesson.
- A graduated response will be applied, and parent/carers informed, where persistent poor behaviour disrupts learning, safety and well-being.

## **Uniform**

- *It is for the governing body of a school (or the academy trust, in the case of academies) to make decisions regarding school uniform. Some schools may have relaxed their uniform policy while only certain categories of pupils were attending. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.*
- *Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. (DFE)*
- All students will be expected to wear the full Academy uniform. <https://www.oak-academy.co.uk/students/academy-uniform/>
- All students are expected to follow the Academy dress code regarding hairstyles, jewellery, fingernails, and piercings.

- The Academy bag should be brought each day.
- Students should bring their PE kit in on days when PE lessons are timetabled. Changing facilities have been reopened to students.
- PE kit **must not be worn** instead of normal uniform.

### **Stationery**

- It is the students' responsibility to come to school each day equipped for learning. Basic kit includes;<sup>12</sup>
  - 3 x black pens
  - 3 x pencils
  - 2 x red pens
  - 2 x green pens
  - 1 x 30cm ruler
  - 1 x eraser
  - 1 x pencil sharpener
- Students will use other equipment in lessons for example mini-whiteboards, glue sticks, scissors.
- Any shared equipment is to be cleaned down by students at the end of each lesson.

### **Attendance**

- *School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*
- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct (DFE)*
- Communication will be shared with parent/carers prior to the summer holiday. This is to provide reassurance to outline the measures put in place to reduce any risk and encourage students to return.
- HOY/FLOs will support identified families to secure student's regular attendance at the beginning of the academic term.
- Tutors and all staff to be clear that attendance at school is something that is expected of every student unless there is a medical reason for them not to be in attendance. The government is expected to publish more guidance once schools reopen and clarify what will constitute a "good reason" for absence.
- Students that are late will sign in at the main office as before.
- In line with the government's expectation, all students are expected to attend if they are fit and well. If a student is not attending, or withheld from attending without a valid reason, no remote learning will be set.

## SEND

- *Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs... (DFE)*
- Teaching Assistants will continue to support identified students through a variety of structured interventions.
- 1-1 and group interventions will continue in the Student Support Centre.
- All students will have access to a de-escalation area within SEND should they need it.
- 1-1 and group ELSA interventions will continue.
- Some students will have personalised timetables and will spend some time based in Alternative Provision or the Student Support Centre as appropriate.

## Contingency Planning - Remote Education

- *Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, **we expect schools to have the capacity to offer immediate remote education.** (DFE)*

## Remote Learning at Oak

- Will be delivered through Microsoft Teams in line with the school timetable.
- This does not necessarily mean live lessons, but the expectation is that work will be set, with the opportunity for engagement with teachers, during the allocated timetabled lesson.
- This could take the form of a live lesson, of teachers talking over a PPT resource or using a pre-recorded video with a task and assignment to turn in.
- Class teachers are to continue to review LTP/MTP to consider what can be delivered remotely if needed.
- Staff would be expected to work from Oak site in order to deliver remote education, unless national guidance advises otherwise.  
Please access our remote learning policies on our website at [Remote Learning Policy - Oak Academy \(oak-academy.co.uk\)](https://www.oak-academy.co.uk/remote-learning-policy)

## Action List

	Action	Staff
1	Bells to be set for the following times <ul style="list-style-type: none"> <li>• <b>Monday to Thursday</b> – 8.35, 8.40, 9.35, 9.40, 10.35, 10.40, 10.55, 11.00, 11.25, 11.30, 12.25, 12.30, 13.25, 13.30, 13.55, 14.00, 14.55, 15.00</li> <li>• <b>Friday</b> - 8.35, 9.40, 9.35, 9.40, 10.35, 10.40, 11.25, 11.30, 11.55, 12.00, 12.55, 13.00, 13.55, 14.00</li> </ul>	BHA
2	Tape on all stair wells (Arrows on the left going up and down)	BHA
3	Signage for walking on the left up in all key areas	RBU/SBE
4	Signage for masks in all key areas	
5	Signage for entrance and exits in all Key Areas	
6	Signage for toilet doors	
7	Signage for gates	
8	Signage for one way and on the left throughout different areas of the school	
9	Cleaning caddies and hand sanitisers to be placed on the wall of each classroom	BHA
10	A large stock of wipes available in classrooms for clean down of desks and equipment.	BHA/CALs
11	Completion of seating plans for all classrooms	LBR
12	Order to be placed and billed to CUP. Packs to be built with CBR	HRI CBR
13	<b>First Aid Room (PBA Office)</b> Desk and drawers to be removed and placed in 1.4 Fridge moved from next door. Table taken out and replaced by soft mauve chairs First Aid box on wall Shelves up (from next door)	BHA