



Guidance for Full Opening (Students) - September 2020

Introduction

Vale of York Academy will be opening to staff on Monday 7 September for training purposes and then the return of students will be phased from 8 September as below:

Tuesday 8 September - school open to Year 7 students. 8.45am start.

Wednesday 9 September - school open to all students but the start will be staggered as follows:

- Year 7 - 8.45am
- Years 8 and 9 - 9.30am
- Years 10 and 11 - 10.00am

Health and Safety

Our main focus has been to implement the 'system of controls' set out by the DfE:

- Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands more thoroughly than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, kill it, bin it' approach.
- Introduce additional cleaning, including frequently touched surfaces.
- Minimise contact between individuals and maintain social distancing wherever possible.

Key messages

- It is crucial that we minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**. Students, staff and other adults **must not come into the school** if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. We will ensure anyone developing those symptoms during the school day are sent home.
- Students must clean hands thoroughly more often than usual. To clean their hands, they should wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand rub/sanitiser ensuring that all parts of the hands are covered. Sanitiser stations are located outside each classroom and additional washing facilities have been opened around the school. Students must clean their hands regularly, including when they arrive at school, enter classrooms, return from breaks and before and after eating.
- It is crucial that students follow a 'catch it, bin it, kill it' approach – all classrooms have a box of tissues and bin, but we encourage students to bring their own tissues and if at all possible, their own hand sanitiser.

- We will be minimising contact between individuals, staff, and students and maintaining social distancing between staff and students (2m) wherever possible. Each classroom has a line that separates students from the teacher by 2m. In order to keep everyone safe, we will be asking staff and students to respect this measure.
- All members of our school community will need to be ready and willing to book a test if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Equally, all members of our school community will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). We ask that you inform school immediately of the results of a test:
 - If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 - If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
 - If someone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10 day isolation period from the date they developed symptoms.
- All members of our community will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- If cases are confirmed the school will make contact with Public Health England who will advise on the next steps. We have been advised that we will need to send home those individuals who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).

Arrangements to reduce mixing between groups

Students will be divided into three ‘bubbles’ which are ‘year group size’. At Vale of York we have small year groups compared to most secondary schools so it is reasonable, and more effective, for us to create three ‘bubbles’. By doing this we can also provide suitable arrangements for break and lunch times for all students.

- Year 7 students will be located in the 1940s building as a ‘bubble’. The students will have break in the Main Hall and adjacent Courtyard area, and lunch in the Dining Hall and nearby outdoor areas including the astroturf pitch. Following their Transition Day on

Tuesday 8 September, from Wednesday 9 September Year 7 students will enter and leave school using the Dining Hall entrance behind the Sports Hall. Cycle storage will be available for Year 7 students at the back of the Sports Hall.

- Years 8 and 9 students will share break and lunch as a 'bubble'. Year 8 students will enter and leave school using the PE door entrance, Year 9 using the Field door entrance. Cycle storage will be available in the existing cage by the entrance adjacent to the old primary school site. The year groups will be located in separate areas or 'zones' for lessons, Year 8 will be based in the ground floor Science area and Year 9 on the top floor situated above the English area.
- Year 10 and 11 will share break and lunch as a 'bubble'. Students in Year 10 and 11 will enter and leave school using the Courtyard entrance and cycle storage will be available in the Courtyard. The Year groups will be located in separate areas or zones for lessons, Year 10 in the maths area and Year 11 in the English area.

Each year group will be taught the large majority of lessons in their zones. Students will move classrooms within the zones for different lessons depending on the subject and groupings (eg. maths sets, option subjects, etc). After the first few weeks we will provide access to practical rooms, starting with GCSE subjects for students in Years 10 and 11.

Face Coverings

In line with current government guidance, we **strongly recommend** that face coverings are worn by students and adults in communal areas such as corridors. Face coverings should be plain or patterned; they must not have text, images or symbols on them and should not be offensive or inappropriate. Guidance on how to wear a face covering is [here](#)

Timings of the day

Lessons for all students start at 8.50am and finish at 3.00pm. Students will leave at 3.00pm via specific exit doors according to their year group. Break and lunch are both staggered to ensure students remain in their 'bubbles'.

Year 7

8.50 - 9.50	Lesson 1
9.50 - 10.50	Lesson 2
10.50 - 11.10	Break (warning bell at 11.05 for students to move to bubble)
11.10 - 11.30	Tutorial
11.30 - 12.30	Lesson 3
12.30 - 1.00	Lesson 4
1.00 - 1.30	Lunch

1.30 - 2.00	Lesson 4
2.00 - 3.00	Lesson 5

Years 8 and 9

8.50 - 9.50	Lesson 1
9.50 - 10.50	Lesson 2
10.50 - 11.10	Break (warning bell at 11.05 for students to move to bubble)
11.10 - 11.30	Tutorial
11.30 - 12.30	Lesson 3
12.30 - 1.00	Lunch
1.00 - 2.00	Lesson 4
2.00 - 3.00	Lesson 5

Years 10 and 11

8.50 - 9.50	Lesson 1
9.50 - 10.50	Lesson 2
10.50 - 11.10	Tutorial
11.10 - 11.30	Break (warning bell at 11.25 for students to move to bubble)
11.30 - 12.30	Lesson 3
12.30 - 1.30	Lesson 4
1.30 - 2.00	Lunch
2.00 - 3.00	Lesson 5

Curriculum

We plan to deliver our broad and balanced curriculum from the start of term, but have made room changes to allow year groups to remain in their zones for most of the school day. For the first few weeks, access to practical rooms for subjects such as Science, Food, DT, Music, Drama and Art will be limited. This is because we wish to minimise disruption and ensure that we are able to operate effectively, and safely, to begin with.

For the first four weeks students the PE curriculum has been modified so that changing facilities will not be used. Students must bring in trainers on the day/s they are timetabled for PE lessons.

We await further information regarding additional funding for 'catch up support' and will allocate resources to meet need where necessary. During the first half of this term we will identify what steps need to be put in place to support students who need additional support after the period of lockdown.

We recognise that children will have experienced a range of emotions in response to the pandemic and we shall endeavour to support students through a range of strategies, including a well-being survey and pastoral care to follow up individual needs.

Teaching Assistants will be deployed to work with specific cohorts which include EHCP students or those with pending applications.

Other than after school Homework Club which will be available from the start of term, we plan to introduce extra-curricular activities gradually where it is safe to do so.

Shared provision with Manor

MCE and VOY offer a KS4 shared provision for Psychology, Music, Dance, Product Design, Textiles and German, where children of our school routinely attend VOY and vice versa. The following controls will be in place:

- Week 1 and 2 - blended learning approach in place, where students remain on the main role site, to embed a new way of working
- Week 3 - shared provision to begin at VOY. Transfer of MCE students to VOY to take place on our own private minibus. Students will be from the same year group bubble. Upon arrival at VOY, students are met by chaperone and are taught in a large LRC space. Seating plan will be in place where the two groups of students maintain over 2 metres distance. Consistent seating plan in place.
- Week 3 - shared provision to begin at MCE. Students arrive via minibus and are met by chaperone. Students will be from within the same year group bubble. Students will be identified to distinguish between MCE and VOY. Chaperone to deliver students to their taught classroom spaces, using external entrances. Within classrooms (German, PD, Textiles, Music) VOY students are seated away from MCE students and maintain a 2-metre distance. For Dance, where closer contact is possible, student groups will be single school only and not mixed. 5 minutes prior to the end of the double lesson, chaperone to return, collect and redeliver students to minibus via external exits.

Remote Learning

Remote learning plans are in place for all curriculum areas should we find ourselves in another lockdown situation.

Lockers

In order to further minimise risk of transmission, **lockers will not be available for use until further notice**. Students will be able to leave bags and coats in the classrooms within their 'bubble'. We will make arrangements for those students who need to empty their existing locker.

Travel to school

Most students already either walk or cycle to school but we would encourage all students to do so in September. As mentioned previously, students will enter and leave the school building from different entrances at the start and end of each day. Those students who use public transport must adhere to current government guidance by wearing a face mask.

Lateness

Any student arriving after 8.50am will need to queue outside Reception using social distance signage and wait to be signed in by a member of staff. Students will then make their way to their designated classroom.

Catering

Food will be on sale at lunchtime only during the first two weeks on term; the menu will be restricted. Students are advised to bring a snack with them for break time if they wish. Our Breakfast Club will be available to a small number of identified students. Students will use an individual four-digit PIN number rather than fingerprint to purchase food. Please note we will be operating a **fully cashless system** from September; students will not be able to top up their accounts by bringing money into school. If you do not already have a ParentPay account, you can request login details by emailing us at hello@voy.hlt.academy.

Please can we insist that nuts and nut based products are not brought into school to safeguard students and staff who have nut allergies.

Supporting the wellbeing and mental health of our students

We recognise more than ever we need to ensure that our students are well supported upon their return in September. We will continue to support our students through;

- A culture of respectful relationships and exceptionally good behaviour for learning. This will include clear and consistent routines wherever possible.
- Treating everyone fairly and with respect, kindness and care.
- Supporting people to manage their emotions and take responsibility.
- Regular communication about the support available to them from their form tutor, teachers, teaching assistants, Progress Leaders, the Aspire Team and the Senior Leadership Team, as well as external organisations and agencies who may also be able to help.
- A sense of belonging, being well supported, a feeling of safety and having a voice.
- Clear and regular communication re-emphasising wellbeing.
- Education around usual responses to stress and loss with information on self-help and self-care strategies.
- Opportunities to develop and to contribute.

Fire evacuation

Fire Procedures will remain as for a normal school day, but when congregating all staff and pupils will need to maintain distancing when lining up.

Safeguarding

All our staff in school have completed up-to-date safeguarding training. If you have any concerns regarding safeguarding please contact our Designated Safeguarding Lead Mr Kumar Assistant Principal for Student Welfare.

Equipment

Students must bring with them:

- A bag large enough to hold an A4 folder (not a plastic bag)
- Pen (black ink)
- Pencil
- Ruler
- Scientific calculator
- Pencil case
- Planner
- Reading book
- A bottle of water
- Face covering with plastic bag for storage
- Hand sanitiser (if possible)

Behaviour Policy

Our Behaviour Policy has been updated and is available [here](#)

Please note:

- Deliberate/dangerous breaches of social distancing expectations, such as spitting at another person, coughing towards another person, or assault of another person will result in fixed term exclusion

Contact

We recognise that the current situation may have brought different challenges to families. If there are any circumstances that you wish to share with us before students return that will help us to provide additional support, please email hello@voy.hlt.academy

We ask that parents use email and telephone as the primary methods for contacting us. Parents should only enter the school building if they have a pre-arranged appointment.

Parents eligible for free school meals may apply for these via City of York Council [here](#)

This guidance has been developed using current government guidance. Please note that it may be subject to change in response to the introduction of new government guidance in future.