Seahaven Academy
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Preparations for the reopening of all schools to all students

Seahaven Academy: Term 1, 2020

Seahaven Academy: Preparing for the full reopening of schools for all students, September 2020

Welcome back!

Friday 28th August 2020

Dear Parents/Carers and Students

I am delighted to be able to write to you about the reopening of Seahaven Academy after such a long period when the school has been closed to most students. I know that there will be some very mixed feelings about returning to school full time, amongst parents/carers, students and also staff and the wider community, but we hope to be able to make the transition back to a fuller school experience as easy as possible for everyone so that we can concentrate on getting back on track with our studies and enjoy being with our friends and colleagues again. Schools are such an important part of our lives and we know that the vast majority of students will be very happy to return to the structure and routines of the school day and will take the beginning of the new academic year in their stride as usual. However, we also know that some students will feel much more anxious, particularly those who have been shielding or who have lost loved ones to the virus over the last few months. As always, we will work with families to do our very best to provide for all those needs and support the students who need it most.

The next few pages in this booklet are designed to give you answers to the questions you may have regarding how Seahaven Academy will operate in September 2020 and beyond. As you will know, the advice we are required to follow from the government changes regularly, so the guidance outlined below is based on current documents. Where there is a link in the text it will take you to the relevant government publications, all of which are updated regularly.

There is a great deal to read and digest over the next few pages. We are sending this out to you now so that you can read through it together at a convenient time and take your time to think about how this might look and feel when the school reopens in the week beginning Monday 7th September. We will also be sending out a link on Thursday 3rd September to a short video presentation we are preparing which will give you another version of some of the same information with any updates we are required to make before then and also some views of the new facilities which we hope will be ready shortly before then. This is instead of the online meeting we had planned for that afternoon as we think a video presentation will be a more effective way to deliver this information to you.

In addition, if you have any comments, queries or suggestions about the reopening of the school after reading through this booklet or after the presentation next week, or indeed at any point during term 1, please send them to this email address and we will maintain an FAQ page on our website responding to the questions as they arise: Term1@seahavenacademy.org.uk

I hope you will find the information in this booklet both useful and reassuring and will feel able to look forward to the reopening of schools next month. We will be sending weekly (rather than daily) updates next term both about the Covid-19 situation where needed and also about school life in general. You will also see plenty to celebrate and be proud of on our Twitter accounts and we will keep you up to

date with the school calendar, events and messages on Facebook as well as through our website, emails, texts and letters. We will be keeping on- site appointments and meetings to a minimum for the moment, but you are most welcome to get in touch with the office team to speak to members of staff if you have any questions or queries.

Thank you for your continued support for our school throughout such extraordinary times. We are very much looking forward to returning to having a more face- to- face school community in the future.

Yours sincerely

Sarah Pringle, Headteacher

Background to the re-opening of all schools, September 2020:

Education and childcare during coronavirus

March-July 2020

Schools across the UK were closed to the majority of children on 23rd March 2020, as part of the national response to saving lives and protecting the NHS through reducing the transmission of coronavirus (Covid-19). At that point only small numbers of vulnerable pupils and those with keyworker parents were regularly attending schools which were set up to provide childcare facilities for these young people to be able to complete their online work whilst on the school site. In mid-June, schools began to open more widely to accommodate small groups of year 10 pupils, following strict public health guidance, in preparation for a full return to school later in the year. Seahaven Academy remained open for vulnerable and keyworker pupils throughout this period and also had a weekly programme of classes for year 10 in the last few weeks.

September 2020

In July, as the school year drew to an end, the government published its guidance to support schools in the plan for all pupils in all year groups to be able to return to school in September. The full guidance can be found here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Schools have been asked to ensure that certain aspects of the guidance are implemented in full (a 'system of control') including:

- Ensuring those who have Covid-19 symptoms or live with someone who does, do not attend school
- Cleaning hands more often than usual
- Ensuring good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach
- Introducing enhanced cleaning
- Minimizing contact between individuals and maintain social distancing where possible
- Wearing PPE where appropriate (specifically for responding to pupils who may have Covid-19 symptoms)

- Engaging with the NHS Test and Trace system
- Managing confirmed cases of Covid-19 amongst the school community
- Containing any outbreak by following local health protection team advice

Schools have been regularly assessing their risks according to the public health advice and response required throughout the last five months, and are now adapting their usual practices to ensure that the above requirements can be met for the planned reopening of schools for all pupils in September 2020. Schools are asked to take **'reasonable steps'** to protect staff, pupils and others from the virus, implementing **'sensible and proportionate control measures'** in a way that **'works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND'.**

All students are expected to attend school in September and normal absence procedure will apply.

Current Seahaven Academy planning for September 2020

The following pages outline the arrangements we are putting in place at Seahaven Academy ready for welcoming all students back to school in September based on the above conditions.

The arrangements for the start of Term 1 therefore represent our **'core'** provision. Where indicated, we hope to eventually adopt a more enhanced provision model when government guidance allows us to do so.

This information pack contains sections on key aspects of the school's day to day provision covered in the government guidance, and the school's arrangements for managing the risks involved. The structure of the school day and other relevant information can be found at the end of the pack.

The government is also developing contingency plans for schools to follow from September onwards should a national or localized lockdown be necessary with students required to resume online learning from home either on a full or part- time basis. Parents/Carers will be made aware of these arrangements when they are made available.

Please note:

At the time of writing, we have a small number of unresolved issues relating to the building programme not being entirely finished:

- changing room space for PE (whether students will be required to come into school in PE kit or not)
- lockers (these are not yet all in place so students may need to keep their bags in tutor bases for the start of term)
- homework clubs (we do not yet know if we will have enough available ICT rooms to manage a separate club for each year group 'bubble' from the start of Term 1).

We will provide updates on all these issues on Thursday 3rd September

1. Prevention of the spread of Coronavirus/Covid-19

Rationale

Schools are required to review risk assessments and put in place proportionate controls for the autumn term to allow all students to return to school safely. By following the national guidance on providing protective measures, schools will be able to effectively reduce risks and create a safer environment and minimize the risk of the transmission of Covid-19 in the school.

- Students, staff and other visitors must not come into school if they have Covid-19 symptoms
- Students and staff who develop Covid-19 symptoms during the day will be sent home and must follow the government guidance including engaging with the Test and Trace system, arranging to have a test and self- isolating
- Students with symptoms who need to be collected by parents will be managed following the government guidance including staff using PPE and removing the student to a separate waiting area
- Students and staff will be asked to inform the school of the outcome of a Covid-19 test
- Everyone in school will wash and/or sanitize their hands regularly and thoroughly including on arrival in school, when moving rooms, before and after eating and on exit from school
- Good respiratory hygiene will be promoted and observed at all times using the slogan: 'Catch it, bin it, kill it'
- Posters reminding students to try to keep 2m distance from staff and to give each other more space will be displayed around the school with other Covid-19 health and safety posters
- Enhanced cleaning routines will be established, including shared areas/ rooms, toilets and frequently touched surfaces (e.g. door handles/plates/ shared specialist equipment)
- Students travelling on public transport will need to wear a face mask or covering, remove this and keep it safe, in a plastic bag before coming into school and sanitizing their hands. Routines will be established to support students doing this

- Students and staff do not need to wear face masks or coverings in school but may do so if this will enable them to return to school more confidently, for example if they have been involved in shielding or are in a higher health risk group
- Students and staff may choose to wear a face mask in busy areas such as entrance and exit points or break and lunchtimes if this makes them feel more comfortable. They must follow strict guidance around handling masks and handwashing

2. Minimizing contact and maintaining social distancing

Rationale

Schools are required to put in place plans to minimize contact between individuals and maintain social distancing wherever possible. Schools have been asked to consider how best they can do this in their own context whilst maintaining a broad and balanced curriculum. The key features in these arrangements are that students should be kept in 'bubbles' so that they do not mix with other groups and staff should keep 2m away from the students and other staff. Since secondary schools generally require students to change groups in order to cover the full range of curriculum subjects, it is understood that students cannot stay with the same tutor group 'bubble' all the time. The bubbles are therefore permitted to be the size of a whole year group meaning that students can move to different groups within their own year group if required, but that this should be kept to a minimum.

When conditions change and government guidance permits it, we will be able to allow more mixing of year groups (including clubs and activities) and teachers will be able to teach in their own classrooms.

- Students will only mix with students in their own year group, apart from in very specific circumstances (e.g. SEND provision, behaviour managements arrangements)
- Students do not have to practice strict social distancing from each other but must keep 2m away from staff. However…
- …students will be reminded to practice social distancing whenever they are able to
- Teachers and other support staff will come to the tutor bases to teach their classes
- Students in Key Stage 3 will have most of their lessons with their tutor group, in their tutor base but may move to specialist rooms if needed

- Students in Key Stage 4 will necessarily have to move room more often for option subjects and specialist teaching. However, they will only mix with other students from their year group
- Lessons and teaching styles will be adapted in September to suit delivery in tutor bases, with minimal close contact from members of staff
- Mixed year group arrangements such as for homework clubs, sports and extra-curricular activities will generally not be possible in Term 1 but will be added to the school day when appropriate

3. Structure of the school day

Rationale

We intend to keep the core school timetable as close to our 'normal' timetable as possible in September. This will allow us to return to a more usual curriculum arrangement when possible, without more change for students and staff. This will also allow us to keep within our usual bus times. However, to comply with current government guidance around keeping year groups separate throughout the day on a very cramped site in buildings with limited facilities and corridor space, some changes will have to be made.

We will not be able to offer an extended school day or our usual clubs and activities, at least for the first few weeks. We hope to be able to add to our 'core' offer below as the term progresses.

- There will be no early morning homework club
- The canteen will not be open in the morning before school
- **Students must not arrive before 7.30am**
- Students in different year groups will be assigned an entrance (Haven Way for years 10 and 11, Southdown Road for years 7, 8 and 9) and will follow a path to their year group entrance and year group area of the school
- Students will go straight to their tutor group room in the assigned year group area of the school
- Students may not be able to use lockers at the start of term. Arrangements will be made for storing personal belongings in tutor bases if needed (to be confirmed)
- **The school day will start at 8.00am**
- Roll Call will take place in tutor rooms. Uniform and equipment checks will be made by tutors

- Assemblies will usually be virtual presentations in the tutor base although assemblies for year group 'bubbles' are permitted
- Tutor time will be 30 minutes and involve handwashing/sanitization, health and safety reminders, assembly messages and class reading
- **Lessons will start at 8.30am** and will continue to be 60 minutes long
- Year groups will have separate break and lunch times and have designated toilets and designated indoor and outdoor areas for eating
- **The school day will finish at 2.20pm.** Year groups will leave from their different exits
- There will be no after clubs or activities during in September. This will be reviewed at the end of the month
- Arrangements for after school homework club will be confirmed before the start of term

4. Breaks, lunchtimes, before and after school

Rationale

Schools have been asked by the government to consider how they can resume before-and after-school provision as soon as possible but recognize that they will need to be flexible in how they approach this given the new requirements that students from different year groups are kept in 'bubbles' when they are in school. Therefore, we will need to make some changes for the start of Term 1.

As the term progresses and we can see more clearly how the new arrangements work, we will aim to add in further provision including before-and after-school clubs and homework support, hopefully from October onwards.

- Students will not be able to arrive early and/ or come into school until 7.30am
- There will be no before school homework club in September. Arrangements for after school homework club will be confirmed before the start of term
- There will be no breakfast facilities in the Hall at the start of Term 1. We may be able to provide this later in the term
- There will be no after- school clubs or activities during September. This will be reviewed at the end of the month
- Break and lunch will be staggered for different year groups so that each group has designated indoor and outdoor spaces to use.

- Food choice will be limited at the start of Term 1 as we get used to managing several different break and lunch times for different year groups
- Students will not be able to put cash onto their canteen accounts using the machines in school. This will have to be done on the ParentPay website/app
- Year 7 students will be able to set up their ParentPay accounts after the first day of term. Day 1 food purchased will be recorded and deducted when accounts have been set up
- Students will be given clear guidance around how breaks and lunchtimes work at the start of term (see model of school day at end of pack)

5. Teaching and learning

Rationale

We will continue to offer a broad and balanced curriculum across the school, but will have to make changes to the sequence of topics taught in order to accommodate the students being taught mostly in teaching groups and in their tutor bases. Some subjects will have to make significant changes to the way in which they teach at the start of the year. We will also look very carefully at the curriculum offer for some students starting year 11 to ensure that they have the best chance of achieving their target grades, particularly in English and Maths, as this will secure their places at college and beyond. Teaching staff will continue to plan sequences of lessons and develop online provision and the use of live teaching in case there should be a sudden resurgence in the number of cases of Covid-19 so that a local or national lockdown is imposed. Homework will be particularly important in ensuring that students continue to use their skills gained through lockdown to continue learning independently throughout the year.

As conditions change in the future we hope to be able to return to using all our specialist spaces and equipment and to allow staff and students to move freely around classrooms and the building.

- Visiting teachers and other staff (e.g. visiting SEND specialists or music teachers) will keep as much distance as possible from other students and staff
- SEND teachers and TAs will still work with small groups of students and individuals, but will maintain as much distance as possible

- SEND keyworkers will contact all their students before the start of term to work through any concerns students may have
- Teaching activities will be adapted to ensure there is limited close, face to face contact
- Some subjects will have to concentrate on theory rather than practical teaching for Term 1
- Students will need to bring their own writing equipment. Where this is not possible, the school will provide it for students to keep
- Equipment which has to be shared within a class will be cleaned regularly
- Equipment which has to be shared across year group bubbles (e.g. science, PE) will be cleaned regularly and carefully and used on a rota basis in order to reduce contact between year group bubbles

6. Attendance, behaviour and uniform

Rationale

Since the closure of schools to the majority of students in March 2020, attendance has been monitored mostly through engagement with online work. Where students have been invited into school for additional sessions, e.g. year 10 students, attendance has been 'expected' but not compulsory. From the beginning of September, attendance will be compulsory in all schools and normal attendance processes will be used to support the return of all students.

During this period, we have had very little need for a behavior policy with so few students in school each day. We made small amendments to reflect the situation and dealt with incidents as they arose. The school has a very well established and successful system for managing behaviour, and we had already started carrying out a full review of this as we do every year. The changes we were intending to make will still be implemented in September. These changes will be carefully explained to students and further information provided for parents/carers.

Uniform was suspended for those students on site during the school closure. We will be returning to full uniform in September.

- Students will be reminded of the expectation of 'disruption free learning' in all lessons

- Students will be reminded of the expectation of excellent, respectful behaviour in year group bases and when there is limited movement around the school
- The behaviour management system will be explained to all students at the start of term, with any changes to previous routines made very clear
- Independent Learning Rooms (ILR - previously APSC) will be used for students to work in who repeatedly and deliberately disrupt lessons. Further details will be communicated to students and parents at the start of term
- The Learning Support Director will provide additional support for students with SEND via Teaching Assistants and a Supported Learning Room
- Expectations around health and safety, including the separation of year groups will be made very clear. Deliberate breaches of these health and safety messages will result in use of the school's behaviour processes, up to and including exclusion
- Systems for late detentions, corridor card detentions and homework catch up will be explained to students at the start of the term. These may take place at the end of the school day in year bases if needed
- Full uniform will be required in September. Any issues will be managed within the tutor and year group teams
- Students who arrive without correct uniform will be given correct uniform which has been washed

7. Pastoral support

Rationale

As the school continues to grow, year groups become larger and the buildings are extended, we have deliberately been moving towards a system where each year group has designated staff working with them, including a Key Stage Director, Assistant Headteacher and Pastoral Leader.

We know that students' experiences of the Covid-19 lockdown have been very varied and we have kept in touch with families throughout this period to offer support where we can. We cannot know exactly what types of support students will need in September but we expect that some students may require more emotional support and others may need help to build up their confidence and resilience again.

- Key members of staff will be assigned to each year group including an Assistant Headteacher, Key Stage Director and Pastoral Leader
- Form tutors will be the first point of contact for students, whom they will see regularly
- Pastoral Leaders will be the first point of contact for parents/carers
- Pastoral Leaders will make appointments with students at a convenient time, when needed. Students will not be able to wait in pastoral offices
- Our Pastoral Manager will continue to oversee the pastoral work across the school
- School counselling services and mental health workers will still be available, although hours are limited
- Schools will continue to adopt nationwide strategies around safeguarding of young people. Staff will receive training updates and students will be reminded of who to contact if they have any concerns
- PSHE will remain a core part of the curriculum. We have added in more opportunities for tutors to work with their classes on personal, social and health topics when students return to school in September
- There will be an emphasis on building resilience and independence further as these are skills which many students will have developed without realising during their time away from school

8. Communication/ contact with school

Rationale

During the school closure/ lockdown period, we have tried to ensure that students, staff, parents and carers have had all the information they have needed. We have sent out daily letters to parents/carers, daily briefings to staff and weekly teaching and learning bulletins for students and staff. We have also kept the school website up to date and used Twitter and Facebook more often. We have received a lot of very positive feedback from these approaches and will build some of these successful strategies into our communication systems from September onwards.

However, under the current guidance for restricting mixing between different people and groups of students, we will need to make some changes to the way the school has previously operated, at least for Term 1 and we will also need to make changes because of the new layout of the buildings and use of different entrances and exits.

- Parents/carers will not be able to drop off/pick up children on site at the start/end of school. This is a permanent arrangement to ensure safety of larger numbers of students as the school grows
- Perimeter entrances and exits will be locked during the day to allow circulation of students around the outside of the building to avoid mixing bubbles
- Only essential appointments (e.g. to pick up an unwell student) will be allowed on site
- Parents/carers will receive appointments for phone/video calls rather than face-to-face meetings wherever possible
- Information updates will be provided weekly by email/ text for all parents/carers in addition to termly newsletters
- The school website will remain the first point of contact for general information
- School events will be online meetings/presentations for at least Term 1, including Open Evening, Key Stage Information Evenings and Meet the Tutor. Were possible, other opportunities to meet staff directly later in the year will be arranged

Layout of year group areas:

- Year 7: 6 new classrooms on floors E0 and E1 (new block).
- Year 8: 5 rooms on floor S1.
- Year 9: 5 rooms on floors S0 and N1.
- Year 10: 5 rooms on floor S2 (also science).
- Year 11: 5 rooms on floors S3 and N3 (also science).

Toilet locations:

- Year 7: E0 corridor
- Year 8/10: Opposite LRC (year groups have different breaks and lunchtimes)
- Year 9/11: Atrium (year groups have different breaks and lunchtimes)

Pastoral offices locations:

- Year 7: E1 floor
- Year 8/9: N1 floor
- Year 10/11: S3 floor

Proposed structure of the school day:

Proposed structure of school day: 2020-21

	08:00	08:10	08:20	08:30	08:40	08:50	09:00	09:10	09:20	09:30	09:40	09:50	10:00	10:10	10:20	10:30	10:40	10:50	11:00	11:10	11:20	11:30	11:40	11:50	12:00	12:10	12:20	12:30	12:40	12:50	13:00	13:10	13:20	13:30	13:40	13:50	14:00	14:10
7	TUTOR	TUTOR	TUTOR	1	1	1	1	1	1	BR	BR	2	2	2	2	2	2	3	3	3	3	3	3	BR	BR	BR	4	4	4	4	4	4	5	5	5	5	5	5
8	TUTOR	TUTOR	TUTOR	1	1	1	1	1	1	BR	BR	2	2	2	2	2	2	3	3	3	3	3	3	BR	BR	BR	4	4	4	4	4	4	5	5	5	5	5	5
9	TUTOR	TUTOR	TUTOR	1	1	1	1	1	1	BR	BR	2	2	2	2	2	2	3	3	3	3	3	3	BR	BR	BR	4	4	4	4	4	4	5	5	5	5	5	5
10	TUTOR	TUTOR	TUTOR	1	1	1	1	1	1	2	2	2	2	2	2	BR	BR	3	3	3	3	3	3	4	4	4	4	4	4	BR	BR	BR	5	5	5	5	5	5
11	TUTOR	TUTOR	TUTOR	1	1	1	1	1	1	2	2	2	2	2	2	BR	BR	3	3	3	3	3	3	4	4	4	4	4	4	BR	BR	BR	5	5	5	5	5	5

Examples:

Year 7: tutor time 8.00 – 8.30, lesson 1 8.30 – 9.30, break 9.30 – 9.50; lesson 2 9.50 – 10.50; lesson 3 10.50 – 11.50, lunch 11.50 – 12.20, lesson 4 12.20 – 1.20, lesson 5 1.20 – 2.20. End of day

Year 10: tutor time 8.00 – 8.30, lesson 1 8.30 – 9.30, lesson 2 9.30 – 10.30, break 10.30 – 10.50, lesson 3 10.50 – 11.50, lesson 4 11.50 – 12.50, lunch 12.50 – 1.20. lesson 5 1.20 – 2.20. End of day