

# ETHOS OF EXCELLENCE

## George Spencer Academy: Recovery and Rebuild Full Opening Post COVID -19

### Autumn Term Plan 2020

(All information is subject to change and will be reviewed regularly)

#### Our overarching aims:

- To focus on reducing risks by putting in place proportionate protective measures that create a safer environment so all students, in all year groups can return to school at the beginning of the autumn term.
- To assist each students return to school by providing pastoral care and well-being support universally and at a bespoke level.
- To provide a high quality education that enables students to thrive and progress.
- To deliver a broad, balanced and ambitious curriculum which closes gaps in learning.

This document is designed to provide information for all key areas of our reopening. For further details please contact the named people.

#### Reducing the Mixing Between Year Groups: Bubbles and Zones

Named Person: Mr P Allen, Assistant Principal.

#### The way George Spencer Academy will operate:

**The students will be in year group bubbles.** The school will minimise opportunities for students to have contact with other students outside of their bubble as much as possible.

**The school site has been split into colour coded zones.** Year group bubbles are assigned to zones. Students will stay within their zone for their time on school site. We have minimised the need for students to move around the site between lessons, whenever possible the students will stay in classrooms and the teachers will move between classrooms and zones.

**Colour coded Lanyards:** All students must wear the lanyard given on their first day back at all times on site. The 6th form students must wear their blue 6<sup>th</sup> form lanyards at all times. The colour indicates the zone they are assigned to. The lanyard will enable staff to safely, at a distance, ensure all students are in the correct zone or in the canteen (for lunch) at the correct time. This will be a strict part of our uniform expectations until zones no longer continue. Students who do not wear their lanyard would be reprimanded as per our behaviour policy because the safety of our students and staff are paramount.

#### Zone Breakdown:

- **Year 7 will be based in the Orange Zone.** They will experience their full timetable with all specialist teachers coming to them for lessons. They will have all lessons within their zone as well as their break time.
- **Year 8 will be based in the Green Zone.** They will experience their full timetable with all specialist teachers coming to them for lessons. They will have all lessons within their zone as well as their break time.
- **Year 9 will be based in the Grey Zone.** They will experience their full timetable with all specialist teachers coming to them for lessons. They will have all lessons within their zone as well as their break time.
- **Year 10 will be based in the Yellow Zone.** They will have all of their lessons within the Yellow and Purple Zones and movement between zones will be limited but will allow access to specialist classrooms to ensure students are given the best chance to excel in their subjects. For example: the use of Art classrooms and Technology workshops.

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- **Year 11 will be based in the Purple Zone.** They will have all of their lessons within the Purple and Yellow Zones and movement between zones will be limited but will allow access to specialist classrooms to ensure students are given the best chance to excel in their subjects. For example: the use of Art classrooms and Technology workshops.
- **Year 12 and 13 will be based in the Blue Zone.** They will spend all of their time on site in the Blue Zone, including lessons, study time, break and lunch. The Blue zone contains all the 6<sup>th</sup> form classrooms (including specialists rooms), study area, the 6<sup>th</sup> form pastoral team, canteen, common room, outdoor space, and parking. The Blue Zone will allow for them to access all of their courses in as 'normal' an environment as reasonably possible.
- **Prime Group will be based in the Pink Zone.** They will spend all of their time on site in the Pink zone, including lessons, study time, and social time.

**\*Please see School Map for Zones\***

## **Arrival and Leaving**

Named person: Mr K Hartley, Assistant Principal.

When students arrive to school they must enter and exit as indicated below. This is to minimise students breaking their bubble and to ensure swift access to their zone. Students must go straight to their zone on arrival and must leave site straight away at the end of their school day. When the bell goes for the start of the school day the students must go straight to their allocated form rooms (on our website).

**Face coverings:** Public Health England does not (based on current evidence) recommend the use of face coverings in schools. George Spencer Academy will be following the government guidance on face coverings in that 'they are not required as students and staff are mixing in consistent groups and misuse may inadvertently increase the risk of transmission'. The government states that 'there may also be negative effects on communication and thus education'.

- We will be reminding students on the school gates to remove face coverings during their time on school site as per the latest government guidance. Students must not touch the front of their face covering when removing and must wash their hands immediately. Face coverings should be placed in a plastic bag within their school bag.
- We ask you to remind your child to wear a face covering if they are using public transport as part of their journey to and from school.

*The use of face coverings will be kept under review in line with Public Health England recommendations and the latest government guidance.*

## **Zoned Arrival and Leaving:**

**All students, in all year groups must arrive from 8:30am onwards to limit unstructured time in school.**

**(Arrival times are staggered for the first day back – see parent letter for details)**

- **Year 7:** Arrive through **lower site** gate only. On arrival Year 7 must go straight to their **Orange Zone** and line up as directed on their first day.
- **Year 8:** Arrival through **lower site** gate only. On arrival Year 8 must walk down the drive and go straight to their **Green Zone** (second on the right) and line up as directed on their first day.
- **Year 9:** Arrive through **lower gate** only. On arrival Year 9 must turn right and walk down the side pathway, and go straight to their **Grey zone**. They must line up outside their classroom as directed on their first day.

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- **Year 10:** Arrival through **upper site** gate only. On arrival Year 10 must go straight to the **Yellow Zone** and line up outside their classroom as directed on their first day.
- **Year 11:** Arrival through **upper site** gate only. On arrival Year 11 must go straight to the **Purple Zone** and line up outside their classroom as directed on their first day.
- **Year 12 and Year 13:** Arrive in time for registration at 8:45am. They must drive/walk down the side road via the **lower gate**. 6<sup>th</sup> form parking is permitted to this area only. 6<sup>th</sup> formers must then access the **Blue zone** via the end of the side road. They must not use upper site entrance.
- **Prime Group:** Arrival through upper site gate only. On arrival the students must go straight to their form room in the **Inclusion building**.

**\*Please see School Map for Arrival/Leaving Zones\***

**Staff and Senior Leaders will be on duty** to direct the students and monitor movement to supervised areas.

**A member of staff will be on duty at the ring road.** We will be discussing with the students the safe crossing of roads and we ask that parents join us in emphasising the importance of using the pedestrian crossings and adhering to the Green Cross Code.

#### **In the Classrooms:**

Named person: Miss J Gordon, Vice Principal.

George Spencer Academy has implemented social distancing and hygiene measures in all classrooms.

- Seating plans in all classrooms will increase distancing between students as much as possible.
- Wherever possible the school have ensured all desks are forward-facing in classrooms.
- Wherever possible the teachers have up to a 2 metre section at the front of each classroom to provide them space to safely delivery their lessons. Taping across the floor indicates the teaching area.
- Hand sanitizer will be in all classrooms and zone areas. It must be used on entry and exit with signage to remind everyone.
- Tissues and bins will be in all classrooms with signage reminding everyone to 'Catch It, Bin It, Kill It'
- Basic equipment: Students must bring their own equipment to school, including: Pen, pencil, ruler, rubber, pencil sharpener, pencil crayons, calculator and their student planner.
- School equipment: Class resources can be used and shared within bubbles. They will be cleaned or left for the advised amount of time if used across year group bubbles.

#### **PE lessons:**

We will start the academic year following the below procedure for PE lessons. The process will be under frequent review and is subject to change.

- Year 7, Year 8 and Year 9: To arrive to school in their GSA PE kit and wear their PE kit on days they have PE. PE lessons will consist of 'lighter' physical activities outside. PE theory will take place in unsuitable weather conditions.
- Year 10: To follow normal school protocol and bring their PE kit with them on the days they have PE. There are changing facilities within the Year 10 zone.
- Year 11: To follow normal school protocol and bring their PE kit with them on the days they have PE. There are changing facilities within the Year 11 zone.
- Prime: To arrive to school in their GSA PE kit and wear their PE kit on days they have PE. PE lessons will consist of 'lighter' physical activities outside. PE theory will take place in unsuitable weather conditions.

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## Assemblies

Named person: Miss L Jenkinson, Vice Principal.

The government guidance on assemblies states that schools should avoid assemblies **with more than one group**. Assemblies are an important part of our ethos and we may run assemblies, less frequently than the norm and only when there is an important need to share an important message to a year group, for example during the first day back to **ensure all students understand how the school will now operate and to share the routines we have built in to our school culture that are supported by our behaviour expectations**.

Whenever we deliver assemblies we will approach them safely by:

- Delivering assemblies to **small sections of the year groups at one time** rather than one full group so distancing of students can be included with less students in one place at one time.
- Keeping year groups separate with the space being cleaned between assemblies.
- Providing hand sanitizer on arrival and exit.
- Keeping assemblies short and have an entry and exit route that includes social distancing.

## Break and Lunch Time:

Named person: Mr K Hartley, Assistant Principal.

To accommodate the year group bubbles and keep bubbles apart from others during break and lunch times we will be serving hot and cold food as 'lunch' from 11:15 -1:20pm. Each year group bubble will have an allocated time slot for lunch. Students will only be able to purchase food and drinks at the allocated times. Students should bring additional snacks and drinks from home if they wish to have something for their break time.

- **Year 7, 8, and 9** will have their lunch in the lower site canteen.
- **Year 10, 11 and Prime** will have their lunch in the upper site canteen.
- **6<sup>th</sup> form** will have their lunch in the 6<sup>th</sup> form canteen.

## Well-Being and Pastoral Support

Named person: Mr J Dakers, Assistant Principal.

Each year group has a Pupil Support Assistant (PSA). The PSA will be based in the year group bubble in a pastoral support area within the zone the year group are taught in. Each PSA is trained to support the students with all matters linked to pastoral care. If a student requires more specialist support the PSA will liaise with the Well-Being Team and parents/carers to access bespoke support for the student.

## Intervention Sessions, our revised Extra-Curricular Offer and Breakfast Club:

Named person: Miss L Jenkinson, Vice Principal.

We will be looking at starting to plan for running our clubs later this term. Further details will be issued closer to the time and we will review our plans half termly.

## Behaviour and Attendance:

Named person: Mr K Hartley, Assistant Principal.

In line with the latest government guidance we have updated our Behaviour and Attendance Policy and have made changes to our uniform expectations. All details are available via our school website. Key points of reference are stated below:

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**Behaviour:** As an ethos driven school we hope all students return to school in the frame of mind to learn and engage positively in the school community. Our core values will continue to lead our expectations. Students who demonstrate negative behaviour which goes against our core values, or cause a safeguarding risk will be sanctioned accordingly.

There will be an isolation room in all zones to address any incidents of disruptive and un-cooperative behaviour in classrooms. If a student is sent to isolation they will remain in their year group bubble and within their allocated zone.

**Attendance:** In line with government guidance attendance to school will be mandatory from the start of the autumn term. Our pastoral team, Attendance Intervention Worker and Safeguarding Lead will work with families to support the return of all students. We hope all families engage with our intervention if this is needed.

**Uniform:**

- Full uniform is expected for all students and our standards for uniform remains high. If you are struggling financially please contact Mr Hartley directly at the school and we will look at how we can support you.
- Full school uniform will include the wearing of the lanyard provided by the school until the school deem that they are no longer required.
- As per government guidance face masks should not be worn in school and must be removed before entering the school site.
- Students not wearing full school uniform will be out of circulation until this is resolved.
- Government guidance states that uniform does not need to be washed more frequently than it would normally.

**Support for students with SEND:**

Named person: Mrs S Clark, SENDCo.

- Students with additional needs will continue to have access to in-class support. This support will remain in the classroom but will consider social distancing.
- The Prime Group has been relocated to the Inclusion building in the **Pink Zone** so their support network is within their zone. (Please see school map)
- Students who use Chrome Books will continue to have access to them. Chrome books will be based in each zone for use of each year group bubble.
- Students cannot go to the Inclusion Building due to the need to limit interactions outside of their year group bubbles. Instead students should go to the pastoral support area in their bubble and a member of the Inclusion Team will come to them.

**Remote Education:**

Named person: Miss J Gordon, Vice Principal.

We understand that some students may not be able to attend school because they are clinically vulnerable and comply with public health advice. We will be able to immediately offer them access to remote education. Details of which would be sent to individual parents/carers if required.

**Managing suspected or confirmed cases of COVID-19:**

Named person: Mr J Dakers, Assistant Principal.

If a child becomes unwell or demonstrates symptoms of COVID-19 they will go to the Pupil Support Centre, which is not in any of the zones, and will be placed in one of the ventilated meetings rooms. They will be overseen by a member of staff until a parent/carer is able to collect them.

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## Parent/Carer Contact

Named persons: Director of Learning for the Year Group.

In order to maximise safety parents and carers must only come on to school site if there is a pre-arranged meeting. Our reception and Pupil Support Centre will be closed to all visitors until further notice. Details of key contacts can be found on our school website.

Mrs H Corbett  
Principal