

Knole Academy Covid-19 Mitigation Actions: Staff Version November 2020 update

Issue	Specific Issue	Action
Admin/Whole school issues		
Visitors	Understanding expectations	Visitors are discouraged as much as possible. 'Card' with guidance at reception to be read when signing-in- Guidance asks visitors to hand sanitise on arrival, to socially distance on school site, to catch it, bin it, kill it and to hand sanitize before leaving the site. Visitors advised to wear masks on corridors and in communal areas (may wish to wear all the time). They are reminded that if they are displaying symptoms they are must not enter the site.
	Visitor passes and sign-in screen	Perspex screen Sign-in screen wiped down after use As currently, lanyards and the screen will be wiped down after us
Student receptionist	Mixing students	No student receptionist during the Autumn term
Meetings	Social distancing	Zoom/Teams for large group meetings such as middle leaders Only have meetings in the same room if it is safe to do so i.e with smaller numbers that can be distanced.
Parent/Carer expectations	New arrangements (and some remaining ones)	Guidance sent out with HT letter when there are updates/changes to guidance and expectations
	Attendance	Guidance sent out with HT letter DfE guidance states school is mandatory from September We will be business as usual. Additionally: Students to self-isolate for 14 days if they are displaying symptoms and to get tested Parents/carers to inform us as usual in case of absence plus to inform us of the outcome of any coronavirus test School will liaise with the DfE in the event of any coronavirus cases If clinical advice is not to attend, school needs a copy of the confirmation letter and will provide remote learning There is on-site support for students experiencing anxiety about the return to school. Contact the HOY.
Fire drill	Social distancing	No changes required other than to adhere to social distancing and maintain significant space between year groups (esp. Sixth form).
Drop off arrangements	Increased demand	More students getting lifts to school due to public transport risks - HT letter to address the need for parents/carers to drop-off/pick-up students away from the school site due to congestion.
Teaching Issues		
JO will send out full guidance on teaching and learning		

Pastoral Issues																																						
Assemblies	Location and rota	<p>There will be no larger gatherings in the autumn term. There will be live assemblies delivered via 'Broadcast', recorded video assemblies and audio over PPT assemblies. These will be sent to tutors for delivery in form rooms. The form time schedule is below:</p> <table border="1"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>Assembly</td> <td>PSHE/RSE</td> <td>Assembly</td> <td>PSHE/RSE</td> <td>Literacy</td> </tr> <tr> <td>Year 8</td> <td>PSHE/RSE</td> <td>Assembly</td> <td>PSHE/RSE</td> <td>Assembly</td> <td>Form time</td> </tr> <tr> <td>Year 9</td> <td>PSHE/RSE</td> <td>PSHE/RSE</td> <td>Assembly</td> <td>Form time</td> <td>Assembly</td> </tr> <tr> <td>Year 10</td> <td>Science intervention</td> <td>Science intervention</td> <td>PSHE/RSE/PLEX</td> <td>Assembly</td> <td>RS</td> </tr> <tr> <td>Year 11</td> <td>RS</td> <td>Maths intervention</td> <td>Maths intervention</td> <td>PSHE/RSE/PLEX</td> <td>Assembly</td> </tr> </tbody> </table> <p>The assembly slots on this schedule will change by September as multiple assemblies can be broadcast on the same day to different year groups.</p>		Monday	Tuesday	Wednesday	Thursday	Friday	Year 7	Assembly	PSHE/RSE	Assembly	PSHE/RSE	Literacy	Year 8	PSHE/RSE	Assembly	PSHE/RSE	Assembly	Form time	Year 9	PSHE/RSE	PSHE/RSE	Assembly	Form time	Assembly	Year 10	Science intervention	Science intervention	PSHE/RSE/PLEX	Assembly	RS	Year 11	RS	Maths intervention	Maths intervention	PSHE/RSE/PLEX	Assembly
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Day one for years 8-11	Tutor group arrangements	A letter has already gone home to inform students/parents of their new tutor and form room These will be displayed around the school for reference on 1 st /2 nd September																																				
Student planner	Daily check by tutors/teaching staff	This is crucial as the planner will be used in place of passes, as a means of communication with parents/carers and for recording uniform issues																																				
Behaviour Zone	Cannot mix year groups	The BZ will only hold a single year group and up to 4 students from that year group																																				
		Use of Wellbeing room for overflow to permit one other year group																																				
Stationery	Cross-contamination	The responsibility is firmly on students to have equipment in order to avoid being lent things (which they will not have to return). However, extra supplies of pens and pencils are to be given to tutors for lending in am reg. Sanctions must be given for students without equipment including the planner																																				
Buses	Cannot mix year groups	Review arrangements in late August as bus companies are currently not extending the number of buses in service, making social distancing impossible Waiting areas will be zoned by year group																																				
Wellbeing Room	Mixed Year Groups	Temporary closure (alternative 'emergency' support available from wellbeing mentor (Paula Carter) on referral from HOY and drop-in support Mon and Fri lunch times with Mrs Carter. Also support available pm reg in terms 1 and 2)																																				
	Wellbeing dog and bubbles	Students can still 'sign-up' to walk the dog at break/lunch on field only but only bookable via email. Dog taken to outside doors near pastoral and dog 'delivered' to them. Lead wiped before and after each walk. Staff can book the dog for free time or for lessons.																																				

Wellbeing Suite 'The Bridge'	Mixed sessions with wellbeing mentor	For first half term only transition sessions with new year 7 and previous clients - only in single year group, socially distanced sessions Also emergency provision as mentioned above Sixth form drop-in to recommence with Elise Sullivan
	Counsellor	Individual face-to-face sessions permitted, commencing 8 th September
Behaviour	Detention, Mixed Year Groups	After school detentions every Mon (and Tues for 2 hour detention) for up to one hour Rota of ELT, HOYs and SL's and teaching staff Large space such as The Oaks to be used
		No Saturday detention in the autumn term
		Leadership lunchtime detentions remain daily in Q3 All year groups permitted into LLD daily on a rotation - one ELT member to supervise, students sit in year group rows
	Department time out areas	A rota for 'parking' has been created by JE as students from one year cannot be sent to another year group class
	Tutor isolation for uniform infringements	Tutor isolation will not be used during the autumn term - BZ may be used or if it is full a rota of ELT or the parking rota will be used
	Students wandering around in lesson time	The principle is that students cannot leave lessons during lesson time. This is reinforced to parents via HT letter and to students on day one Only toilet pass permits a toilet visit; medical pass permits visit to first aider. Passes will be stickers in the planner
	Behaviour policy/addendum to behaviour policy	Reiterate to students and parents in HT letter Simple message: The behaviour policy stands, with the addition of a requirement to adhere to protective measures - socially distance, wash hands frequently and/or sanitise, masks to be worn in corridors and in communal areas and catch it, bin it, kill it - and to adhere to the new school expectations.
Mobile phones	Change in usage allowance	As teachers will be restricted in the use of shared resources such as dictionaries, calculators and laptop and use will need to be strictly controlled with cleaning, we are allowing the use of mobile phones in lessons by teacher discretion to fulfil these functions. Therefore students may carry phones around the school site but they should be hidden and turned off. Phones should only be seen when directed by the teacher for learning purposes. Pupils will be given access to the school WiFi system.
Duties	Lunch duties to ensure zoning	ELT duty rota - effectively all ELT on duty every lunch time plus staff duty teams.
Time out cards	Cross-contamination	Timeout card numbers limited as far as possible to where identified on EHCP's or confirmed as necessary by a consultant/CAMHS. They will only allow the student to stand outside their teaching room, they may not go anywhere else.
Other passes - Lift pass, toilet	Use of lifts in The Place	Clear 'don't touch anything' message signage in and outside lift for staff and students with lift pass.

pass, medical pass	Cross contamination	Passes will be stickers in the planner on the student support page
Lunch and Break times	Zoning - dining room	No break time or before school food service in the dining room Allocated lines for years 9-10, food pod for year 11 then year 11 may use the dining room after 1.30
	Zoning - break and lunch; indoor and outdoor spaces ; toilets	See zoning guide at the end of this document
	Lockers	Lockers will also be zoned
AEN	Mixed Year Group intervention	No mixed year group interventions are permitted
	LSA work	LSA's reminded of social distancing and included in teaching and learning advice from JO LSA's allocated to year groups along the year group 'bubble' lines
	Anxiety amongst autistic students, those with anxiety disorders etc	Wellbeing mentor referrals for year 7 transition work in first half term Social stories or other relevant prep work to aid transition to new arrangements
Attendance	Lack of clarity in expectations	Guide for parents reminding of arrangements for reporting absence in HT letter
Uniform	Shared uniform	All lent uniform to be disposed of or washed and bagged for long term loan
		Uniform discrepancies in planner with clear timescale for rectification
		All lost property/spare kit in PE has been washed and sorted. A booking system has been for any student who needs to borrow kit for the duration of the school year.
	Masks and gloves	Masks compulsory in corridors and communal areas. Optional in classrooms and other spaces. Parents/carers informed in letter home
First Aid	DfE guidance on students with symptoms awaiting collection	One student at a time in first aid The room must be cleaned after use Masks and PPE grab box for first aiders Students awaiting collection go to designated Covid safe area in reception
Site issues		
Site	Communal areas, chairs etc.	Remove chairs in PLACE reception
	Shielding	Screens ordered for reception and gym
	and cleaning products	Hand sanitiser, anti-bac spray and blue cleaning paper and anti-bac wipes for every room, every photocopier and other specialist equipment

	Signage	Refresh and rehang signage (advising of protective measures and zoning) with Command hanging strips, and remove old signage
Extra-Curricular Issues		
Extra-Curricular	Mixed Year Group clubs	No mixed year group clubs
	Dance	
	Drama	
	Gardening	
	DofE	
	Gym	Reduction of fees and daily rota
	CCF	Cancelled until January
	Library	<p>Entrance and exit to be marked clearly and used by all students and staff Desks will be arranged as individual two person desks facing in one direction.</p> <p>Library only open at lunchtime, each year group designated a lunchtime Yr7 Monday Yr8 Tuesday Yr9 Wednesday Yr10 Thursday Yr11 Friday Limited to 20 students and register to be taken</p> <p>In consultation with both Julia and Andrea they are happy for students to have access to books. Both librarians will wear gloves when loaning books. There will be a returns box where books will stay for a minimum of 4 days before being cleaned and returned to the shelf. Hand sanitiser to be used on entry to library and on exit</p> <p>English lessons can be timetabled</p> <p>Computers can be used at lunchtime but must be cleaned after every use</p> <p>No student can be sent to the library at any other time for any reason</p>
Breakfast club	Mixed Year Group intervention	Window service split by Year group to be eaten in outside picnic area (weather permitting)
School visits	Day visits	Permitted within government guidance for protective measures. Risk assessments must consider these measures.
	Overnight and Overseas visits	Currently advised against
	Minibuses	Limit use to situations where social distancing and cleaning regime can be adhered to.

Sixth form Issues		
	Study area and buttry shared between 12 and 13	Buttry becomes Year 12, laptops required for room RT to educate students about the cleaning process. Lap-tops for Year 12 will be allocated into 'lap-top bubble groups' to reduce sharing across the year group.
		Study area becomes Year 13 only, food allowed in room RT to educate students about the cleaning process. Lap-tops for Year 12 will be allocated into 'lap-top bubble groups' to reduce sharing across the year group.
	Service queues at food counter	Sixth form Year 12 1.15 – 1.30, Year 13 1.30 – 1.45 Buttry split into two sections Year 12 can eat under the Place canopy (wall side), Year 13 Place canopy (open side)
	Specialist equipment	Art department are going to limit numbers and assign particular equipment and space. Students will be educated about the cleaning processes by the Art dept. staff
	Sixth form open evening	Virtual experience - Subject leaders have been instructed to produce a short video that is as interactive and as much student-led as possible. Deadline date is Friday 23 October.
Safeguarding issues		
	Reduction in face-to-face contact	Reminder of electronic reporting – password etc on day one staff training
	Increase in electronic communication	New filtering and monitoring system to be introduced – devise clear and common sense system for ensuring this is effective and that staff know how to use it
	New arrangements for student safety	KCSIE 2020 training session on day one to include any new safeguarding considerations. See earlier.
	New wellbeing support arrangements	Signpost internal ('where to get support' as currently) and external support via tutor noticeboards Wellbeing mentor to take referrals for return to school issues from HOY's (all groups suspended for first half term)
Staffing Issues		
Staff wellbeing	Return to school challenges	Make the return to school as easy as possible regarding admin routines – IT user manuals, use of One Drive, Edulink, Safeguard My School, Impero (or replacement), telephones – make directory ordered and up-to-date, photo board in staffroom to identify staff and their roles, enquiries/reception redirecting correspondence accurately (create a 'who to' list to save on correspondence going to the wrong people), reorganisation of pigeon holes for ease of use. Investigate a pre-populated staff planner for 2021 Staff Handbook of essential information available in hard copy and extended version in staff shared area
	PLEX survey	Conduct survey September 2020 to assess where T and L/wellbeing support may be needed
	Parents' evenings	Delivered remotely via School Cloud

Break and lunch time zone allocations: Year 7

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Picnic area by T3 (Not the canopy area)	MUGA everyday	Form rooms and area between the gallery and the English locker area

Toilets

Boys – near E6

Girls – ground floor near the pastoral area

Once students arrive on site they will be directed to their allocated zones

Break and lunch time zone allocations: Year 8

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Middle of the concourse by the fitness suite ¼ of the field nearest the bottom carpark	Monday Rugby pitch on field Tuesday 1 st 3G pitch Wednesday 1 st 3G pitch Thursday 1 st 3G pitch Friday Rugby pitch on field	Form rooms and ground floor of The Place

Toilets

Boys – near sports hall and changing rooms

Girls –near sports hall and changing rooms

Break and lunch time zone allocations: Year 9

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Picnic area near S5 and S6 Concourse area alongside the new build ¼ of the field near the far entrance to the 3G	Monday first 3G pitch Tuesday Rugby pitch on field Wednesday Middle 3G pitch Thursday Middle 3G pitch Friday first 3G pitch	Form rooms and top floor of the Place

Toilets

Boys – ground floor near dining room

Girls – ground floor near dining room

Break and lunch time zone allocations: Year 10

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Undercroft area underneath the auditorium ¼ of the field nearest the storage shed	Monday second 3G pitch Tuesday first 3G pitch Wednesday Rugby pitch on field Thursday third 3G pitch Friday second 3G pitch	Form rooms and first floor of The Place

Toilets

Boys – 1st floor of The Place

Girls – 1st floor of The Place

Break and lunch time zone allocations: Year 11

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Picnic area by food pod Canopy area of the picnic area by Q2 ¼ of the field nearest the side carpark and the banked area of the field	Monday third 3G pitch Tuesday third 3G pitch Wednesday third 3G pitch Thursday Rugby pitch on field Friday third 3G pitch	Maths corridor, and locker area near the admin office

Toilets

Boys - top floor near dining room

Girls - top floor near dining room

Break and lunch time zone allocations: Year 12

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Left hand side (as you look out of reception) of the canopy area outside the Place		Buttery

Toilets

Boys - bottom floor near H6

Girls - top floor near library

Break and lunch time zone allocations: Year 13

Outside areas	Sports facilities (Other than arranged clubs)	Indoor areas (Mandatory on Wet break and lunch days)
Right hand side (as you look out of reception) of the canopy area outside the Place		6 th form study room

Toilets

Boys – top floor of The Place

Girls – top floor of The Place