

March 2021 Knole Academy Opening Actions: Staff Version

Note that DfE guidance asks schools to make the best arrangements possible in order to minimise risk whilst having schools fully open in March. This document is written with this approach in mind.

Issue	Specific Issue	Action
Admin/Whole school issues		
Visitors	Understanding expectations	'Card' with guidance at reception to be read when signing-in- Guidance asks visitors to hand sanitize on arrival, to socially distance on school site, to catch it, bin it, kill it, to wear a mask at all times in corridors and communal areas and when unable to socially distance and to hand sanitize before leaving the site. 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 use
Student receptionist	Mixing students	No student receptionist during the academic year 2020-21
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/wearing masks.
Parent/Carer expectations	New arrangements (and some remaining ones)	Guidance regarding any changes sent out with HT letter
	Attendance	Guidance sent out with HT letter DfE guidance states school is mandatory We will be business as usual. Additionally: Students to self-isolate for 10 days if they are displaying symptoms and to get PCR 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 local health protection team/DfE helpline in the event of any coronavirus 'outbreak'(2 or more cases in a two week period) 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. SEE attendance monitoring and C/X student guidance Appendix 1 at the end of this document
	Home testing	If consent has been given, perform two at home LFD tests per week and inform the school and NHS test and trace of any positive outcomes.
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.
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Teaching Issues

JO will send out full guidance on teaching and learning

Pastoral Issues

Assemblies	Location and rota	<p>There will continue to be no larger gatherings in the spring term. There will be live assemblies delivered via 'Broadcast', recorded video assemblies or 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</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</td> <td>Assembly</td> </tr> </tbody> </table> <p>The form time slots on this schedule can be flexible as multiple assemblies can be broadcast on the same day to different year groups.</p> <p>PLEX is TBC</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	Assembly	RS	Year 11	RS	Maths intervention	Maths intervention	PSHE/RSE	Assembly
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Year 10	Science intervention	Science intervention	PSHE/RSE	Assembly	RS																																	
Year 11	RS	Maths intervention	Maths intervention	PSHE/RSE	Assembly																																	
Return after extended lockdown	Tutor group arrangements	Planners, timetables, pens and pencils will be made available to tutors as a 'fresh start' for those who need them On 11th and 12th March each HOY will prep a pm form time activity to reflect on Covid/look forward																																				
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 in BZ																																				
Stationary	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	This responsibility falls to students and bus companies to ensure that they travel safe - wearing masks and keeping distance where possible. Bus 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 3 and 4)
	Wellbeing dog and bubbles	Students can still 'sign-up' to walk the dog at break/lunch in outside areas only but only bookable via email or on signing sheets outside the AHOYs office. 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	Waves with regular clients to resume Emergency provision as mentioned above Sixth form drop-in to recommence with Elise Sullivan
	Counsellor	All counsellors will 'see' students remotely as face mask rules make counselling very difficult on a face-to-face basis. A laptop will be set up for students to use in the counselling spaces (if they cannot use their phones). KCT to oversee this.
Behaviour	Detention, Mixed Year Groups	Commencing w/c 22 nd March: After school detentions every Mon and Weds for up to one hour Rota of ELT, HOYs and SL's and teaching staff Large space such as The Oaks to be used SB to resume 2 hour detention on Mondays (fortnightly) with no more than 15 students in M2.
		No Saturday detention in the spring term but likely to resume in Summer term
		Leadership lunchtime detentions remain daily in Q3 3 year groups permitted into LLD daily on a rotation - one ELT member to supervise, students sit in year groups
	Department time out areas	A rota for 'parking' has been created by JE (autumn term version still applies)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 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, wear masks at all times in the school building 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 laptops, 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 (will be notes or stickers in planners) 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 pass, medical pass	Use of lifts in The Place Cross contamination	Clear 'don't touch anything' message signage in and outside lift for staff and students with lift pass. 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 Zoned dining room for lunch by year group – See Appendix 3 at the end of this document
	Zoning - break and lunch; indoor and outdoor spaces ; toilets	See zoning guide Appendix 3 at the end of this document For zoning of the field see Appendix 4 For wet weather 'open classrooms' see Appendix 5
	Lockers	Lockers fit roughly into the zoning
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 Also offered PPE to wear with masks
	Anxiety amongst autistic students, those with anxiety disorders etc	Wellbeing mentor referrals as mentioned previously SB to write to all students on the anxiety needs register and include self-help booklet 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
	Students who do not return to school on 11 th March	HOYs/AEN to monitor as per Appendix 2 at the end of this document
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.
	Addition to uniform	Currently the uniform also includes a mask or exemption badge which is worn on the front of the blazer. A mask or badge must be worn where social distancing is not possible.
	Exemption badges	These are a yellow sunflower on a green background. Any previous version is not valid. They must be worn visibly on the front of the blazer. These are available by the parent/carer emailing kcupit@knoleacademy.org . They will then be given to the relevant student.
	Masks	Students are expected to provide their own masks. Replacements will be given for damaged or broken masks with no penalty. Forgotten masks results in detention. KC in the pastoral office provides masks and records their provision. (The AHOYS do not deal with mask or exemption badge issues).
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/or PPE for first aider IF A STUDENT HAS COVID-19 SYMPTOMS THEY SHOULD BE SENT STRAIGHT TO RECEPTION WITH A NOTE OR AN EMAIL SENT TO RECEPTION TELLING THEM WHO TO EXPECT AND WHY. DO NOT SEND THEM TO THE HOY/AHOY/FIRST AID/ADMIN/PASTORAL IF SYMPTOMATIC. Waiting area in reception for symptomatic students. They must be collected by a parent/carer or make their own way home. They must not use public transport to get home. They should isolate for 10 days and have a PCR test If the test is positive they should isolate for 10 days from the positive test result as should the rest of the household. Reception/first aid have a letter to give to students being collected which outlines the expectations.
Site issues		
Site	Communal areas, chairs etc.	Remove chairs in PLACE reception
	Shielding	Screens 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	TBC but likely to resume after Easter
	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	None permitted	
	Minibuses not to be used for students	
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 Buttery 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
Safeguarding issues		
	Reduction in face-to-face contact	Reminder of electronic reporting – password etc on UPDATED STAFF ROOM NOTICEBOARD
	Increase in electronic communication	Impero continues for now
	New arrangements for student safety	No change since September
	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 Wellbeing mentor and two AHOYs at reception to pick up anxiety issues on 11 th and 12 th March
	Safeguarding and child protection policy	Standard policy resumes Students not attending followed up as per Appendix 2
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

Appendix 1 Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)¹ for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction² will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Appendix 2

Supporting children not in school as they are following clinical or public health advice related to coronavirus (COVID-19)

¹ <https://www.legislation.gov.uk/ukxi/2006/1751/contents/made>

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Knole Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on Edukey, as should a record of contact have made.

The communication plans can include remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Knole Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

Knole Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at Knole Academy need to be aware of this in setting expectations of pupils' work where they are at home.

Appendix 3

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)	Food facilities
Picnic area by T3 (Not the canopy area)	MUGA everyday	Form rooms and area between the gallery and the English locker area	Dining room year 7 section

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)	Food facilities
Middle of the concourse by the fitness suite and the canopy area outside The Place ¼ of the field nearest the bottom carpark (See field allocation instructions)	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	Dining room Y8 section

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)	Food facilities
Picnic area near S5 and S6 Concourse area alongside the new build ¼ of the field near the far entrance to the 3G (See field allocation instructions)	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	Dining room Y9 section

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)	Food facilities
Undercroft area underneath the auditorium ¼ of the field nearest the storage shed (See field allocation instructions)	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	Dining room Y10 section

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)	Food facilities
<p>Picnic area by food pod</p> <p>Canopy area of the picnic area by Q2</p> <p>¼ of the field nearest the side carpark and the banked area of the field (See field allocation instructions)</p>	<p>Monday third 3G pitch</p> <p>Tuesday third 3G pitch</p> <p>Wednesday third 3G pitch</p> <p>Thursday Rugby pitch on field</p> <p>Friday third 3G pitch</p>	<p>Maths corridor, and locker area near the admin office</p>	<p>Exclusive use of the food pod</p> <p>(Dining room use from 1:35pm onwards, or once other year groups have left their section.)</p>

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)	Food facilities
Picnic area behind The place outside of Mange Tout (L side)		Buttery	Buttery first ½ of lunch 1:15pm-1:30pm

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)	Food facilities
Picnic area behind The place outside of Mange Tout (R side)		6 th form study room	Buttery second ½ of lunch 1:30pm-1:45pm

Toilets

Boys – top floor of The Place

Girls – top floor of The Place

Appendix 4

Field zone allocation by year group

(Only valid when the field is open)

3G See break and lunch zone allocations for pitch arrangements	Rugby pitch See break and lunch zone allocations for Rugby pitch arrangements	
	Y9	Y10
	Y8	Y11
MUGA Y7 only		

Appendix 5

Classrooms for lunch opening in wet weather

Year Group	Teacher	Room
7	Ms Ham/Ms Benham	E10
7	Ms Tyler	E2
7	Mrs Peers – Noakes	E5
8	Ms Hawkey	H7
8 (Monday/Tuesday/Thursday/Friday)	Ms Thomas	H6
8	Mrs Hughes	L3
8	Mrs Beaumont	L2
9	Mr White	G2
9	Mr Wenham	Q2
9	Ms Sanford	L1
10 (Tuesday/Wednesday/ Thursday/Friday)	Ms Moore	S2
10 (Wednesday, Thursday, Friday)	Ms Haughney	S7
10	Mr Ereaut	S4
10 (Tuesday, Thursday)	Ms Odeyemi	S5
11	Ms Shea	N3
11	Ms Hurley (out of area)	G3
11	Ms Barham	M9
11(Mon/Weds/Thurs/ Friday)	Mr Bethel	M2
11	Ms Foreman	H5
Sixth Form		Study area /Buttery
7 Monday		Library
8 Tuesday		Library
9 Wednesday		Library
10 Thursday		Library

11 Friday

Library