



EXPECTATIONS & INFORMATION for SEPTEMBER 2020

**FOR PARENTS, CARERS & STUDENTS
ALL YEAR GROUPS**

SEPTEMBER 1, 2020

NCDAT
North Durham Academy

Introduction

On 2nd July 2020, the government set out guidance for a return of all students, full time education from the beginning of the autumn term. Returning to school is vital for your children's education and wellbeing. We are advised that the risk to children of becoming seriously ill with COVID-19 is very low and that 'the balance of risk is now overwhelmingly in favour of children returning to school'.

This booklet is in response to this guidance and includes our strategy to support the return of all children considering:

- How the school will operate
- Curriculum implications
- Behaviour expectations and pastoral support
- Assessment
- Contingency planning to provide continuity of education in the case of a local breakout

The safety of our students and staff has been paramount throughout the time we have been open to key students and, more latterly, Years 10 and 12. All government guidance has been closely followed and we will continue to comply with health and safety law which requires risk assessments and proportionate control measures. These expectations are in-line with our risk assessments, which adhere to the Department for Education and government guidelines of: **Stay alert. Control the virus. Save lives.** The information in this booklet has been developed in response to these risk assessments but in a much more user-friendly format.

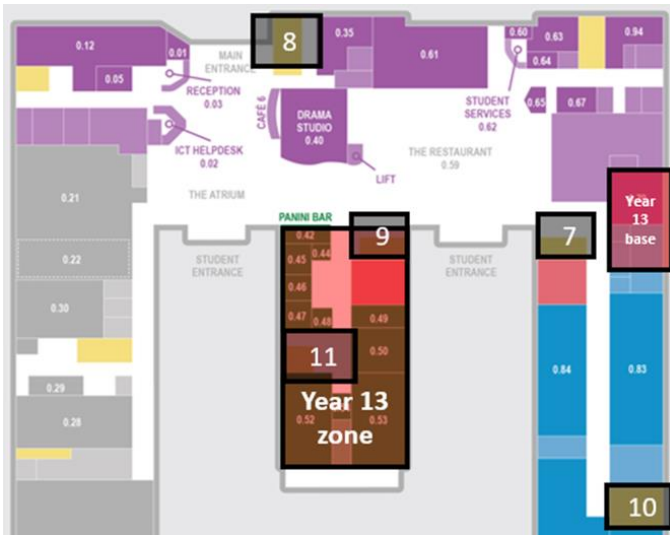
We all have a social responsibility to ensure the safety of each other.

As we gradually increase the number of students, it is imperative that all students, parents/carers, staff and other stakeholders adhere to our expectations.

Student who do not adhere to our expectations will be placing staff and other students at risk of serious harm; this cannot be tolerated.

**Please read and discuss the expectations with your child prior to their return.
As parents, please ensure you are always contactable.**

HOW THE YEAR GROUP BUBBLES WILL WORK:						
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 13
08:15:00	Entry	Entry	Entry	Entry	Entry	Entry
	Restaurant	Community	Atrium	DT Fire Exit/entry	Music fire exit	Reception
08:30:00	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
09:30:00	Break (Main)	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Break (Panini Bar)
09:45:00	Lesson 2	1 st half	1st half			Lesson 2
09:50:00						
09:55:00						
10:00:00						
10:05:00			Break (Main)			
10:10:00						
10:15:00		Break	Lesson 2			
10:20:00		(Panini Bar)	2 nd half			
10:25:00						
10:30:00		Lesson 2			Break	
10:35:00		2 nd half		Break (Main)	(Panini Bar)	
10:45:00	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:45:00	Lunch	Lesson 4	mentoring	Lesson 4	Lesson 4	mentoring
11:50:00						
11:55:00						
12:00:00						
12:05:00						
12:10:00						
12:15:00						
12:20:00						
12:25:00	mentoring		Lunch			Lunch
12:30:00						
12:35:00						
12:40:00						
12:45:00	Lesson 4		Lesson 4			Lesson 4
12:50:00						
12:55:00		Lunch		mentoring	mentoring	
13:00:00						
13:05:00						
13:10:00						
13:15:00						
13:20:00					Lunch	
13:25:00		mentoring		Lunch (Main)	(Panini Bar)	
13:30:00						
13:35:00						
13:40:00						
13:45	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
14:45-15:15	Catch up	Catch up	Catch up	Catch up	Catch up	Catch up



Zoning: This is the most up to date information

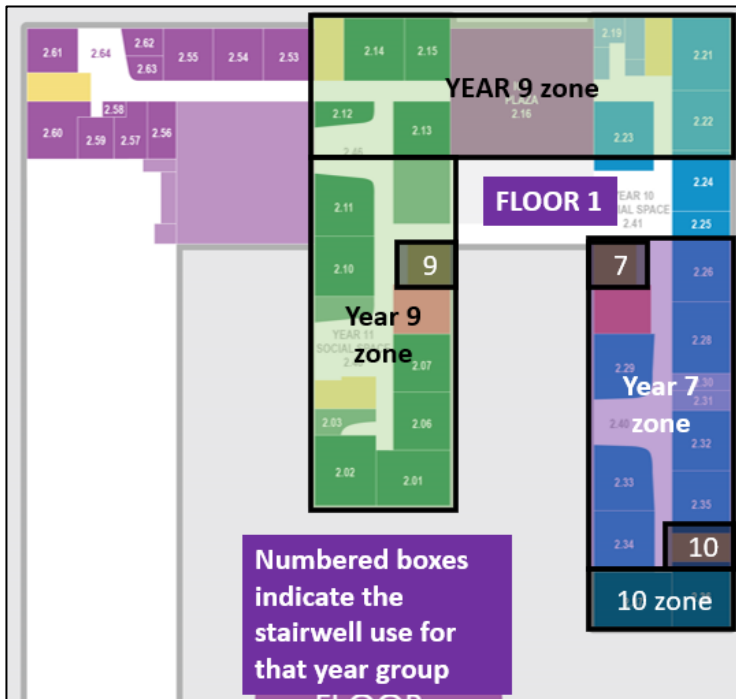
The ground floor will be used for Year 13 teaching, DT, break and lunch times.

DT rooms, sports hall and music rooms (relocated to PE block) will only be used when a practical lesson is planned. This is the only time children will move from their zone.

The 6th form will be based on the ground floor in room 0.79.

Numbered boxes indicate the stairwell use for that year group

Staircases will be allocated to each year group.



Students will use this staircase to move to their year group zone and must also use this staircase to move option subjects in Year 9,10 and 11.

All students will remain in their zone for most of their lessons. Students will have an opportunity to move during break and lunch time.

Years 9, 10 and 11:

will move to the specialist teaching areas if a practical lesson is planned.

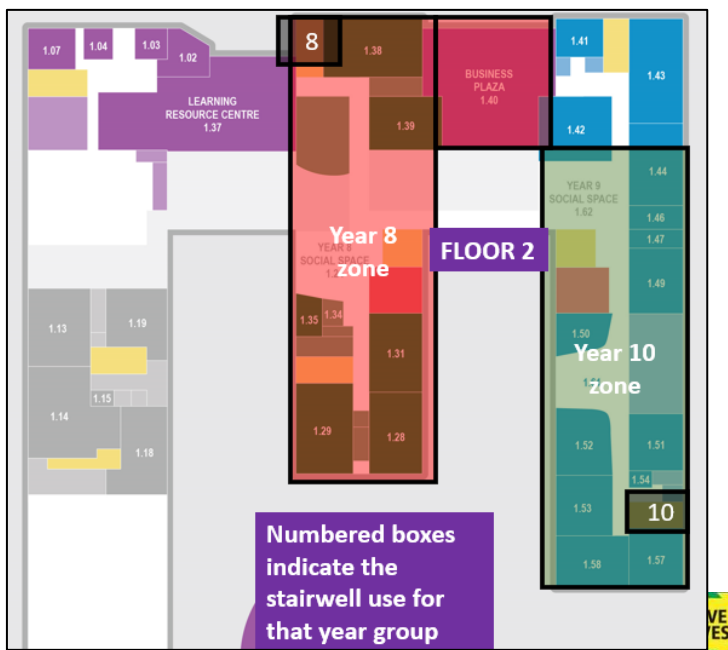
All children will be based in their allocated rooms for maths, English, geography, history, MFL and life. Movement will only occur for a few children when they change sets eg. maths and English.

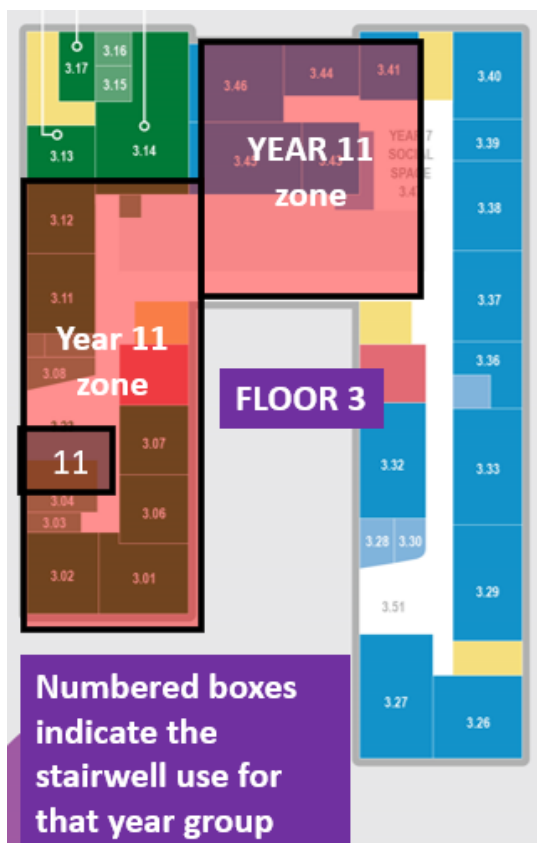
Years 7 and 8:

Students will stay in their allocated classroom for most of the day. They will move for break, lunch, PE lessons and possibly science.

Pastoral Support:

The 6th form area will be converted to a Personalised Learning Centre (PLC) to support students who are struggling to cope. This will provide us with some additional capacity to respond to students needs arising from Covid19.





The PLC, harbour and LRC will be mixed bubbles but each year group will have a designated area within the PLC, Harbour or LRC. These will be our basis for any children who are struggling to re-engage with learning and require a more bespoke programme of study.

Students in these areas may experience a blended learning approach of some online learning and face to face teaching.

These areas will operate a strict 2m distancing policy and all students and staff will be expected to wear visors or masks.

The following expectation must be adhered to by EVERYONE in the Academy

How the Academy will Operate

We will aim to reduce contact as much as possible and where we are able, we will:

- Group children together in year groups
- Avoid contact between year groups where possible
- Arrange classrooms with forward facing desks
- Insist that visors be worn by staff and students in practical lessons

- Encourage all students and staff to be socially aware and maintain social distancing
- Encourage students to clean their hands regularly, including when they arrive in school

Students must not arrive before 8.15 as the gates will not open until 8.15.

On the way to the Academy

Week commencing 1 st September 2020					
Monday 30 th August	Tuesday 1 st	Wednesday 2 nd	Thursday 3 rd	Friday 4 th	
No students	Staff Inset day Information will follow	Years 7,11,13 ONLY	Years 7,10,11,13 ONLY	Years 7,8,10,11,13 ONLY	
		Enter the site via Slaidburn Road as normal. Gates will not open until 8.15			
		Y7 via restaurant doors Y11 via music fire exit Y13 via reception	Y7 via restaurant door Y10 via DT fire exit door Y11 via music fire exit Y13 via reception	Y7 via restaurant door Y8 via community entrance Y10 via DT fire exit Y11 via music fire exit Y13 via reception	
Students arriving on the bus, bin their masks and enter with their year group entrance					
Monday 7 th					
ALL Years 7,8,10,11 and 13 – entering at the points above Y9 via atrium					

- Students should make their way to the Academy using their usual method of transport where possible.
- **Social distancing rules must be observed when walking with friends.** A high standard of behaviour is also expected in accordance with our high expectations for student conduct.
- School buses will be running the usual service. **Students must wear face masks.**
- On arrival at the bus bay, students will dispose of their mask, cleanse hands and enter via their entrance.



- If the face mask is reusable, it must be placed into a sealed plastic bag. Students must wash their hands following the removal of the mask.
- In relation to face coverings Government guidance published on 26 August states, 'Nationwide, the government is **not recommending** face coverings are necessary in education settings generally because a system of control, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed'. **Students will not be asked to wear a face covering in communal areas. If parents/carers would like their child to wear a face covering whilst in the academy we will support their decision.** Should Public Health England, instruct the academies to make the wearing face masks mandatory we will follow their guidance in full.

Arrival at the Academy

Each year group will be expected to remain in their year group 'bubble'. Year groups will therefore enter at different point of the site and arrival times.

- **Please ensure that your child knows the entrance and time to arrive.** This is essential to enabling the Academy to respond to the government expectations to keeping year groups separate.
- Students must attend on time.
- Students who are late should come through student reception and a sanction may be imposed.

Students will be encouraged to be **socially responsible**, be aware of others around them and maintain a reasonable distance of 1m+ from students and a 2m from staff.

No breakfasts will be served due to students moving directly to lesson 1, however, a free bagel will be available for every child at breaktime. Please ensure your child has breakfast prior to arrival.

Toilets

- The toilets will operate on a one person at a time basis as far as possible.
- The toilets will be cleaned on a regular rota.

Break/lunch arrangements

- Students will be expected to clean their hands frequently and will be directed to do so during break and lunchtimes.
- Each year group will have their lunch break in their year group bubble. Years 10 and 11 will be split into two areas. Students in Year 10 and 11 will NOT be allowed to mix with each other during lunch or break times.
- Outside areas will be available but social interaction between different year groups will not occur.
- To minimise the volume of students in an area at the same time, lunch and break times may fall in the middle of lessons and be staggered.
- Students must observe the one-way system when going to and from the restaurant area.
- Tables and chairs will be cleaned after every sitting.

Hand Sanitiser Stations

These will be located on every floor and students will be expected to sanitise their hands, on entry to every classroom. **This is non-negotiable and refusal will not be tolerated.**

One-Way System

The one-way system applies on all stairwells and bridges between floors. Signage will be around the Academy to support the direction of travel.

The ground floor and restaurant area will one way with a clearly marked direction of travel.

Students must follow the one-way system at all times and walk in single file.



STOP Red and white striped tape requires you to **stop**, ensure the walkway is clear before proceeding on your journey.



DIRECTION OF FLOW Blue arrows will indicate the direction of travel in the one-way system.

- There will be a rigid one-way movement between classes and around the Academy for each year group.
- The school bells will no longer be in operation.
- Staff will move to each classroom. Classrooms will be supervised by the Senior Leadership team and Year Managers to allow staff to move to a different teaching room.
- When classes must move to a designated practical area, staff will pick up the class and escort them to another area.
- All students will move in a specific direction to minimise the volume of people and maintain a flow of movement. **It is imperative that students keep moving in single file.**
- The length of lessons will be one hour.

Uniform and personal appearance:

Students are expected to wear full uniform in line with DfE guidance.

Uniform for all year groups:

- Grey blazer with academy logo (separate male and female fit)
- Tie: Year 7-10, purple and grey striped clip on tie. Year 11, grey and purple striped tie
- White shirt
- Black loose-fitting trousers that skim the top of the shoe. No leggings. Trousers must have a button and zip fastening.
- Black skirt that must be knee length – straight or pleated with a button and zip fastening



- ✓ Black plain leather/ mock leather **shoes** (not trainers). No suede, cloth, or canvas. No embellishments.



- Black tights no less than 60 denier. Bare legs are not acceptable
- Black socks where possible
- Plain black belt that must fit into the belt loop of the trouser or skirt if required.
- We understand that there may be issues in purchasing new items of uniform. Any uniform issues must be communicated to the Year Manager as soon as possible. A time frame will be negotiated, depending on the item and it is expected that parents make every effort to conform to these expectations.
- Blazers will need to be purchased as soon as possible. Uniform can be ordered from www.pbuniform-online.co.uk/ before 2nd August.
- The Academy has purchased spare trousers, skirts, ties and shoes. Subject to availability we may lend out uniform, as the expectation will be that students must wear what we offer.
- Please ensure that uniform is washed regularly and that all clothes **are clean** to minimise the spread of the virus.

Personal Appearance:

- We are always conscious of health and safety risks both to the owner and others in the wearing of jewellery. The only jewellery allowed is a wristwatch. Piercings, facial or bodily, are not allowed due to health and safety considerations.
- Jewellery is not permitted as it holds the virus and for other health and safety reasons. New piercings will not be accepted as an excuse and immediate removal will be expected.
- False nails are not permitted as the effectiveness of hand washing and sanitisation is compromised. Painted nails are also not allowed and students will be told to remove nail polish. If it is gel or acrylic polish, **student will be given 24 hours to comply before a sanction is imposed.**
- Make-up, if worn at all, should be discreetly used and not be excessive. Children will be expected to remove it if we deem it excessive.
- Hair styles should be practical, clean and suitable for a working environment. In this Academy, hairstyles representing various cults e.g. punk, Mohican, hair shaved in bands, stripes, initials or dyed in unnatural colours are unacceptable. Eyebrows shaved in stripes are also unacceptable.

There is scope within the policy to consider requests to vary the uniform policy in the following circumstances:

- to meet the needs of any individual student to accommodate their religion or belief;

- to meet the needs of an individual student because of temporary or permanent medical conditions.

PE Uniform

- An Academy PE shirt.
- Academy PE tracksuit bottoms. Leggings are NOT ALLOWED.
- Academy PE shorts.
- Black plain sweatshirt. No logo acceptable except the NDA logo.
- Suitable training shoes.



THE TIMETABLES HAVE BEEN SENT IN THE POST. STUDENTS WILL KNOW IF THEY HAVE PE ON THEIR FIRST DAY. PLEASE DO NOT WORRY IF THEY ARRIVE IN THE WRONG UNIFORM. WE ARE AWARE OF A NUMBER OF UNIFORM ISSUES AND ALLOWANCES WILL BE MADE

Students will be asked to attend the academy in their PE kit when they have PE allocated on their timetable.

It is essential that they follow the PE uniform expectations as inappropriate PE wear will be dealt with in the same way as uniform.

Please ensure all outside wear has your child's name in it.

Equipment

- Students must arrive equipped for their learning.
- All student must have a school bag. Carrying items in blazer pockets is not acceptable.
- Student should purchase their own equipment, but a basic stationery set will be provided on the first day.
- A planner will be given out free of charge on the first day of return. If the planner is lost, one must be purchased at a cost of £3.50.
- A scientific calculator needs to be purchased.

The sharing of equipment will be actively discouraged. Please ensure your child is prepared.

Resource in classrooms will be cleaned regularly and students will also be expected to wipe down textbooks and shared equipment on receipt of them

Mobile Phones

In line with our normal policy, mobile phones should be switched off and kept out of sight during the school day. When students arrive in the Academy, we expect them to be switched off and silent. Mobile phones will be confiscated if seen.

School Meals and Free School Meals

A letter has already been issued stating that the Academy can no longer take any cash payments. The preferred payment of school meals is through parent pay. Alternatively, we will have a cashless card machine in student services for parents to put payment onto their child's account.

School meals options will be limited due to the need to move large quantities of students through a queue swiftly and safely. A hot meal will be available along with cold options.

WE WILL ALWAYS PROVIDE A MEAL – DO NOT WORRY IF YOUR SYSTEM HAS NOT BEEN SET UP YET.

Absence from School

It is vital that all children return to school to minimise the longer-term impact of the pandemic on education and wellbeing. School attendance is mandatory again from the beginning of the autumn term and the usual rules of school attendance will apply:

- It is the duty of all parent/carers to secure that their child attends regularly.
- The Academy has a responsibility to record attendance and follow up absence.
- Sanctions, including fixed term penalty notices will be issued in line with local authority codes of conduct.
- Holiday will not be sanctioned during term time.
- It is the Academy, not the parent, that authorises an absence. It is essential that evidence of valid absence is provided in a timely manner to avoid any sanctions and maintain a positive relationship with the Academy.

If your child is unwell or anyone in your household is displaying possible symptoms of the virus or has tested positive in the last 7 days, please do not send your child into the Academy.

- Please inform the Academy immediately and liaise with Bobbi Mathwin our attendance officer
- Engage immediately with the NHS Test and Trace process
- The Local Authority has provided the Academy with information on children who are shielding

Leaving the Academy

The school day will end at 14.45

- **Bus times will change slightly to accommodate this change**
- Some enrichment opportunities will also be provided for half an hour at the end of the day.
- This time will also be used for those children who require additional curriculum support
- Students will be escorted out of the Academy by their class teachers in an orderly fashion.
- The exiting of the building may be staggered.
- Enrichment opportunities may be available for their year group from 14.45 to 15.15.

Parent and other visitors to school

- Parents will not be allowed on site without an appointment.
- Wherever possible visits will be held outside of the school day or through a virtual meeting platform.
- Parents Evening and other large scale events will be undertaken virtually.

Curriculum Implications

We are keen to enable all children to access their learning and are acutely aware that a return to school will be a stressful time for some students. Learning may look very different in the first few weeks of term as we attempt to re-engage children, not just with all the subject areas but also with strategies to access how to learn again.

Student participation with our strategy to support all children re-engagement will be crucial. **Please instil in your child a social responsibility to listen and respond respectfully to all requests made in the interests of everyone.**

A Recovery Curriculum

The first few weeks of the term will be spent welcoming our children back to education. We know that there are many different feelings about returning and it will be our job to attempt to mitigate against all negative emotions while embracing and building upon the positive. This will not be an easy undertaking and we would greatly appreciate the support of all parents to recognise the gravity of this task.

While we are anxious to get all children to experience a broad and balanced curriculum, we envisage that the first few weeks will be more about reengagement than the teaching of new knowledge and understanding. There will be a need to do some form of assessment, but this will be done in a considerate and non-threatening way, for example, using quizzes.

As we progress through the term, we hope that we will gradually feel our way through a more 'normal' curriculum delivery. Depending on our findings, there may be a need to provide opportunities for 'catch up' in English and maths. Any changes to the curriculum will be discussed with parents on an individual basis.

Tutor Groups Changes

- Due to the new timings of the day, the tutor programme will undergo a significant transformation.
- This will be replaced by mentoring programme however, please be aware that your child will not see their usual tutor every day. Mentors will be allocated to children and we will communicate who is your child's mentor as your first port of call for pastoral issues and concerns.
- The role of the Year Manager will not change:

Year 7	Ms Liddle (supported by Mr Murray)
Year 8	Mrs Graham
Year 9	Miss Holliday
Year 10	Mrs Hindle
Year 11	Mrs Luke
Deputy Deep Support	Mr Murray
Head of Deep Support	Mrs Wheatley
SLT lead for Attendance and SEN/D provision	Mrs C O'Keeffe

Classrooms

- Staff will be waiting to meet and greet each group as they arrive in the corridor.
- Sanitiser will be expected to be rubbed vigorously into hands on entry.
- **Inappropriate use of the sanitiser will not be tolerated.**
- Students will be expected to wipe down their desks with sanitiser.
- The number of students in a classroom maybe limited to allow a 2m teacher demarcation zone.
- All desks will face the front of the class wherever possible.
- Where classrooms, such as DT rooms have grouped tables, a seating plan will be in place to minimise face to face contact. All students and staff will be expected to wear a visor.
- Classrooms should be filled up from the back and exited from the front to avoid any cross.
- Each classroom will have a bottle of hand sanitiser, face masks, gloves, apron and sanitising wipes.
- Doors must be left open and windows should be open where possible.
- Classrooms will be cleaned regularly during break times, lunch times and when a room is not in use.

Assessment

Year 11 Summer Examinations

The government has indicated that we can have some flexibility with the curriculum to enable students to maximise their success in English and maths. We have appointed our own maths and English 1:2:1 tutors ahead of the government's announcement of an intention to provide a National Tutoring Programme. We will inform parents individually when we have information as to how this will be delivered.

Examination boards have indicated some changes to minimise the completion of content and free up teaching time. It is likely that formal mock style examination will not be done until the spring term.

Behaviour Expectations and Pastoral Support

We will maintain our expectation of high standards of behaviour. **Respect, politeness and following instructions first time every time, is even more essential** to prevent the spread of COVID19 and keep everyone safe.

We will follow our usual rewards and behaviour reporting system. Information will continue to be added to your child's ClassChart account for you to refer to.

The Choices Policy will be in place in all classrooms.

Choices of Behaviour for Learning	Behaviour Management Strategies and Consequence
<p>Warning Rule Reminder -A warning can be given to an individual or the class for such things as:</p> <ul style="list-style-type: none"> • Chewing • Swinging on furniture • Shouting out • General 'carrying on' • Poor levels of work • Talking to another student across the classroom • Distracting others 	<p>Staff will be expected to try and identify behaviours within the class that is proactive/positive. Deflect attention to the positive behaviour.</p> <p>A reminder will be given regarding expectations for learning and the impact that this distraction has on the learning of others.</p>
<p>C1 First negative behaviour choice</p> <p>The student's name must be written on the board at this point.</p>	<p>The poor behaviour choice will be marked on the choices board and teaching and learning reminders given.</p> <p>The situation should be defused by praising those who are working well.</p>
<p>C2 Second negative behaviour choice</p>	<p>Staff are expected to additional signals or nonverbal refocusing. The 2nd poor choice will be marked on the board with a reminder of the impact on others.</p>
<p>C3 Third negative behaviour</p> <p>**If a student receives a C3 in an assessment cycle the highest effort grade they can receive is an E3. If</p>	<p>Staff should offer solutions on how behaviour can be altered:</p> <p>Set time markers for completing work.</p> <p>Ask them to take a minute to think about their behaviour.</p>

<p>it is persistent low level disruption then it should move to an E4.</p>	<p>Mark the 3rd poor behaviour choice on the board.</p>
<p>C4 Fourth negative behaviour or immediate C4 for Health & Safety</p> <p>Parent/carers need to be contacted via ClassCharts</p>	<p>The child will now be removed from the classroom due to persistent disruption and defiance A meeting (virtual or face to face) will be set up between the teacher and students by the Deep Support team. This must be a restorative conversation about strategies to support them next time, must happen. Staff are expected to welcome the child in with a clean slate next lesson. The intervention and removal is logged on ClassCharts</p>
<p style="text-align: center;">The sanction may be: Removal for the remainder of the lesson</p>	
<p>C5 Referral: The sanction will involve a full day or more in the PLC/Harbour or Choices Room These will be issued by SLT only</p> <p>Parent/carers will be contacted</p>	<p>Led by Deep Support, a sanction will be issued appropriate to the misdemeanor. This may involve:</p> <ul style="list-style-type: none"> • Time in the PLC / Harbour / Choices Room and consequently a removal of break time • Removal from lessons all day • Removal from lessons all day with a half hour detention that day
<p>The Choices Room / PLC / Harbour A C5 day should have the aim of reintegrating a student back in to learning with a positive attitude and the skill set to make positive choices.</p>	<p>This will be coordinated by Deep Support via the Choices Manager –all incidents will be logged on Classcharts.</p> <p>Once the barrier to learning and the negative behaviour response has been unpicked, a restorative conversation will be initiated to establish a positive return to the lesson.</p> <p>If this is not achievable, a personalised learning pathway may be put in place by the Deep Support Team. YM report should be issued to monitor future classroom behaviours.</p>

The principles of this policy are based around the need to respect everyone’s right to learn, that all children should be accountable for their choices of behaviour and staff use a supportive and restorative approach to unpick the reasons for a poor attitude to learning.

Behaviours which go against our expectations and particularly ones that place others at **risk**, will not be tolerated. For example, deliberately coughing in another person’s face, refusing to socially distance, using sanitiser inappropriately or refusing to wash hands are not acceptable. Any behaviours that impact on the wellbeing and safety of staff and students will be dealt with severely and may result in a fixed term exclusion.

If our behaviour expectations are breached, we will contact home.

We will endeavour to avoid the use of fixed term exclusion; however, we urge all parents to take responsibility of their child’s actions and support the Academy to keep everyone safe.



Contingency Planning to Provided Continuity of Education in the Case of a Local Breakout

Falling ill at school or showing the symptoms of COVID-19

- If a student falls ill at school with a new continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell, they will be required to wear a mask and be isolated until a parent is able to collect
- Parents/carers will be contacted and advised to contact NHS 119. **It is the responsibility of every parent/carer to:**
 - Book a test immediately online at (www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus) or by telephone via NHS 119 for those without access to the internet

Days since symptoms started	What you can order
Days 1 to 4	Book a drive-through or walk-through test at a test site or order a home test kit. Order the kit by 3pm on day 4 to make sure you can do the test in the first 5 days.
Day 5	Book a test at a test site. It's too late to order a home test kit.
Day 6 onwards	It's too late for a test.

- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace
 - Self isolate if they have been in close contact with someone who tests positive for COVID-19
- We expect all parents/carers to order and carry out a test as soon as possible
 - Your child should be picked up immediately from the **community car park**.
 - A member of staff will contact you to discuss the advice offered by the NHS.
 - Test and trace information is available in the FAQs section of this booklet.

Please ensure we have correct contact details. Students will need to leave site within a very short space of time to reduce the impact on others in the building.

We are expected to take swift action when we become aware of anyone who has tested positive for COVID-19. We will contact the local health protection team immediately who will carry out a rapid risk assessment to confirm who has been in close contact with the person and will guide the Academy through the actions we will need to take.

We will not share the names or details of people who test positive unless essential to protect others and we have been advised to by the local health protection team.

Once a test has indicated a negative response, the person will be welcomed back into the Academy.

If we have two or more confirmed cases within 14 days, we will follow the advice and recommendations of the local health protection team. Whole school closures will not generally be necessary expect on the advice of the local health protection team.

Contingency Planning and Enforced Absence from School

Following advice from the local public health team we will inform parents of a year group or whole school closure via letter, social media and the website.

Whether students are absent due to a localised lockdown, self-isolation or other absence, there will be an expectation that all students will be expected to continue learning through the Virtual Learning Environment or if online learning is not possible, then paper resources will be made available.

The Academy teaching staff have been working hard to upskill themselves using a range of online learning platforms and we believe that accessing online is the best way to ensure progress and the acquisition of new knowledge.

Online learning Strategy

- We aim to continue to develop a blended learning strategy to support children and families from September onwards.
- Staff will be trained to record 'live lessons' for direct access in the event of missed education.
- We have conducted an audit of online facilities that our current families can access, and we will continue to assess the overall picture of access and need over the academic year.
- We will continue to provide access to online learning through the loan of laptops and dongles for internet access.
- Students will be expected to follow their normal timetables to enable them to access direct support from their classroom teachers via the chat facility on Teams, the Virtual Learning Environment or email.
- We will be utilising the government catch-up funding and National Tutoring Programme to provide bespoke learning in and out of the Academy site.

Frequently Asked Questions

Is the school operating a 'phased' re-opening, what does my child do when they are not at school?

Yes, year groups will be gradually phased in – reference the overview on page 3. Online learning will continue for those year groups or students who are unable to attend on day 1 (Wednesday 3rd September).

Week commencing 1 st September 2020					
Monday 30 th August	Tuesday 1 st	Wednesday 2 nd	Thursday 3 rd	Friday 4 th	
No students	Staff Inset day Information will follow	Years 7,11,13 ONLY	Years 7,10,11,13 ONLY	Years 7,8,10,11,13 ONLY	
		Enter the site via Slaidburn Road as normal. Gates will not open until 8.15			
		Y7 via restaurant doors Y11 via music fire exit Y13 via reception	Y7 via restaurant door Y10 via DT fire exit door Y11 via music fire exit Y13 via reception	Y7 via restaurant door Y8 via community entrance Y10 via DT fire exit Y11 via music fire exit Y13 via reception	
Students arriving on the bus, bin their masks and enter with their year group entrance					
Monday 7th					
ALL Years 7,8,10,11 and 13 – entering at the points above Y9 via atrium					

Will students need to attend school?

It is a statutory requirement that all children attend school.

Will my child get a sanction if they are not in the correct uniform?

We will identify any issues over the first 2 weeks. If there is a genuine reason for a uniform breach, we will work with the family to support compliance. We have several items we can lend or provide.

If your child is confused about when they should wear the PE uniform, again we will offer support. Should the situation occur regularly, we will discuss with parents and a sanction may be issued.

If we believe the uniform breach is due to deliberate non-compliance, a sanction will be issued.

Can my child wear leggings for PE?

No, leggings are a banned item from the standard uniform and the PE uniform.

PLAIN black tracksuit bottoms/joggers can be worn.

Does my child need to wear a blazer when they have PE?

No, we have asked families to purchase a PLAIN BLACK hoody or sweatshirt to keep children warm. Logoed items will not be allowed.

Will my child get a meal if we have not set up a payment system yet?

We will always ensure that a child is given a meal regardless of the circumstances.

Please organise parent pay as soon as possible. We will contact you directly if we money has not been entered onto the account.

I still do not know how my child will get to school ?

If you have a query regarding school transport can you please contact

passengertransport@durham.gov.uk or on 03000 264444 (option 3)

What if my child is still shielding?

The Local Authority has shared this information with us and we will work with individual families to support learning.

Will students need to wear PPE (i.e. gloves or a mask)

The government advice remains that students may wish to wear a mask (or similar) in school but it is not compulsory. A strict cleaning routine will be in place to support the social distancing measures and hand sanitising. Visors will be expected to be worn in rooms where tables/benches do not face the front or where year group bubbles are compromised.

How will social distancing work at North Durham Academy?

Our 'movement' protocols have been carefully planned out with additional signage to show the direction of travel and avoid lengthy contact with any individual. Students are expected to walk in single file and not beside classmates. Year groups will remain in their year group bubble throughout learning, eating and resting. When the year group bubble cannot be maintained (eg when a child needs to access the Harv or Personalised Learning Centre), visors will be expected to be worn.

If my child does misbehave in school and/or put the health and safety of others in jeopardy, what action will be taken?

All situations will continue to be dealt with based on the individual circumstances that surround it. We expect students to adhere to our basic expectations as outlined in this guide – this ensures everyone is able to reengage fully with learning, is safe in school and the spread of the virus is limited.

What do I do if the school contacts me and suspects my child may have COVID-19?

- 1. We will isolate your child and contact you immediately:*
 - 2. We will insist that you order a test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access*
 - 3. We will contact you for the results*
 - 4. We will support the test and trace service to share contacts:*
- It is important that you respond as soon as possible so that you get appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers. If this process is not followed, we will not allow your child to return for 14 days.*

If you require further clarity or wish to discuss any concerns regarding your child's return, please contact info@ndacademy.co.uk who will refer you to a member of the leadership team.