

28 August 2020

Dear parent/carers

Re: September return 2020

I hope you have had an enjoyable and safe summer break. I am looking forward to welcoming our staff and students back to the Academy next week. This letter provides key information to support this return.

I wrote to you on 22 July 2020 providing guidance for the full re-opening of the Academy. The letter, along with detailed risk assessments and protocols, can be found on our website under the 'COVID-19 September re-opening' tab. I would encourage you to read these documents with your child.

<https://www.dukeries.atrust.org.uk/page/?title=COVID%2D19+Information&pid=108>

Additional guidance regarding coverings

The government provided new guidance on the use of face coverings in schools on 26 August 2020. <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>. We are following this guidance in our approach to wearing face masks/coverings when on the Academy site.

Whilst it is not compulsory, students are encouraged to wear masks or face coverings in corridors, the canteen and in any other indoor, communal areas. Students **will not** be allowed to wear face coverings during lessons. Masks or coverings should not be worn in outside, external areas of the Academy.

Face coverings must be appropriate in design. Where this is not the case, an alternative will be provided for that day only. I will make any final decision on what is and is not appropriate.

All students are recommended to carry face coverings as they will need to wear them if they travel on public or school transport and if they visit any shops or businesses on the way to and from the Academy. We will show all students a short tutorial on the safe and hygienic use of face coverings on their first day at the Academy. They should also carry a sealed plastic bag in which they can safely store face coverings, after correctly folding them, when not wearing them.

Travel to and from the Academy

When travelling to and from the Academy students should follow the government guidance, 'Coronavirus (COVID-19): safer travel guidance for passengers.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Nottinghamshire County Council have also provided detailed information and guidance related to school transport <https://www.nottinghamshire.gov.uk/education/travel-to-schools/covid-19-pupils-travelling-on-dedicated-mainstream-school-transport-from-september-2020>

From Monday 7 September 2020, the Academy will be operating a 'Late Bus'. This service is provided for students, who are eligible for school transport, and have attended an after-school intervention session, extra-curricular activity or, if space is available, a detention. The bus will leave the bus zone at the back of the Academy at 4.15pm. The route and approximate timings will be published next week.

Phased return

There will be a phased return of students to the Academy.

Wednesday 2 September 2020

- Students in Year 7 and Year 11 return. They should be on site and lined up in their zones by 8.40am. Staff will be on hand, around the Academy site, to direct students to the appropriate entry points for their zones
- Sixth Form enrolment will take place. Details as per the communications from the Sixth Form team.

Thursday 3 September 2020

- Students in Years 8, 9,10,12 and 13 return. They should be on site and lined up in their zones by 8.40am. Again, staff will be on hand, around the Academy site, to direct students to the appropriate entry points for their zones

The formal Academy day will end at 3.00pm. From Tuesday 8 September the Academy day will be extended to 4.00pm for students in Year 11 and Year 13. Details later in this letter.

Punctuality

If your child arrives late, after 8.40am, they should report to the front of the Academy and line up in the marked area. The Academy Attendance Officer will ensure the register is updated and a member of senior staff will escort your child to their lesson. If a student arrives late, they will complete a 30 minute Restorative Detention (R30) at the end of the Academy day.

PE Changing Facilities Update

After thorough planning and risk assessment by our PE team, I am pleased to confirm that students will be able to use our changing room facilities to change into their full PE kits for their PE lessons. This means students will not be required to wear their PE kit to the Academy on the days they have PE on their timetable.

Behaviour

As we return to the Academy, I would like to remind you of our expectations regarding behaviour. I appreciate your support as we aim for excellence in every aspect of our work. We have updated the Academy Behaviour Policy and provided a COVID-19 addendum to this policy <https://www.dukeries.attrust.org.uk/page/?title=Policies&pid=42>. Please review this policy and addendum with you child. I would like to highlight key changes from the previous policy;

ClassCharts

We will be introducing ClassCharts, in September, to improve your access to information about your child and to allow the Academy to communicate with you more easily. Using the ClassCharts app you will be able to monitor you child's behaviour, in the Academy, in real time. You will be able to see positive and negative behaviour points and any rewards and sanction received, including detentions. Over the coming months we will be extending the functionality of ClassCharts beyond behaviour. A ClassCharts Parents' Guide can be found

at this link https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_parents_guide.pdf

Mrs Ferris will contact you next week with information about how to login to the app and provide an overview of the roll-out plans over the coming months.

Mobile Phones

We wrote to you on 30 June 2020 to inform you of a change to our mobile phone policy. <https://www.dukeries.atrust.org.uk/attachments/download.asp?file=461&type=pdf>. Mobile phones are no longer allowed to be used by students for social activity during the Academy day. Whilst we accept that pupils may carry a mobile phone on journeys to and from the Academy, they are not to be used on our Academy sites at any time unless part of an agreed supervised teacher led activity. If a mobile phone is seen or heard during the Academy day it will be confiscated.

Sanctions

A significant majority of students behave well, make a positive contribution to the Academy and are not impacted by changes to sanctions within the Behavior Policy.

I would like to assure you that I will not accept behavior which disrupts learning and stops students achieving their best. We have simplified the sanctions we will utilise to ensure disruption free learning across the Academy.

The Academy will operate same day Restoration Detentions each day from 3.00pm-3.30pm (R30) and 3.00pm-4.00pm (R60). If a student fails to attend an R30 it will be 'upscaled' to a UR60 the next day. If a student fails to attend an R60 or an UR60 they will be placed in Internal Exclusion the following day. Restoration Detentions will be staffed by Academy staff including at least one member of SLT.

- When a C2 incident is recorded a student will complete an R30 on the same day. Parents/carers will be automatically informed of this by a Class Charts in app message and an email.
- If a student has two C2 incidents in one day they will complete an R60 on the same day. Parents/carers will be informed via the Class Charts app and an email.
- If more than two C2 incidents are recorded in one day a student will be placed in Internal Exclusion (including a 60 minute Restoration Detention) for the rest of that day and the following day. Parents will be informed via telephone as well as via the Class Charts app and an email. This will then be followed up by a letter.

Where students are required to attend an R30 or R60 sanction, transport home will be the responsibility of the parent/carer. Students may be able to use the Late Bus if there is a space available.

COVID-19 Addendum

The safety of our students and staff is our priority. Failure to follow the Student Obligations regarding COVID 19 which include, but are not exclusive to, keeping to zoned areas, following social distancing where this is still in place, lining up, keeping to their seating plan and washing/sanitising hands when required, will mean the Academy will apply their sanctions as set out in the Sanction Hieracrchy set out in the Behaviour Policy. Serious or persistent dangerous behavior which puts other members of our Academy community at risk will not be tolerated. The addendum can be found at the following link <https://www.dukeries.atrust.org.uk/attachments/download.asp?file=488&type=pdf>.

Uniform and presentation

We have exceedingly high expectations regarding uniform and presentation. We expect students to wear their uniform with pride. Students in Year 7- Year 11 must wear:

- An Academy blazer with the blue and yellow badge.
- A white, collared shirt.
- A gold and black tie. Please do not buy a new tie from our suppliers. We will provide all incoming Year 7 students with a new tie, free of charge, during the transition process. Further, we will replace any other Academy tie with a new gold and black tie on the first day of term – again this will be free of charge.
- Plain black tailored trousers (no jeans, chinos, tight, stretchy, or legging styles) or a plain black tailored skirt, knee length or just above the knee. The style should be pleated or fall away from the body (again no tight or stretchy styles).
- Black or dark coloured socks or black tights.
- A black V-neck jumper to be worn under the blazer (optional).
- Sensible, flat soled, black shoes (no high heels, boots, trainers or canvas shoes). A rucksack large enough to carry books, equipment, and PE kit.

For PE

- Dukeries polo shirt or plain white T-shirt, black shorts, white socks, trainers. An optional rugby shirt is also available.

Students in Sixth Form must adhere to our business wear dress code. Details can be found in the student handbook which is available on the Academy website. Hard copies can be requested from the Academy reception.

The Academy also has exceptionally high standards in terms of student presentation. I would like to remind you of the following:

- Hairstyles should be appropriate, with no more than one hair colour and no bright or unnatural colours.
- A small amount of subtle make up is allowed.
- One small stud earring in each ear is allowed.
- A wristwatch is allowed but no other jewellery, piercing or fashion accessories are allowed.
- Nail extensions and nail varnish are not allowed.

Equipment for Learning

We also expect our students to be well-equipped for learning every day. To support students in meeting our expectations we will provide the following items, free of charge, when we return to the Academy in September:

- A pencil case with two black pens, a green pen, a highlighter, two pencils, a ruler, an eraser, a pencil sharpener and a Student Planner. Students may bring their own equipment and stationery, but this list above is the minimum equipment that we require students to bring with them every day.

Reading is a priority for our Academy. We expect every student to carry a book with them every day. To support this, we will provide regular opportunities to access the Academy library.

We would also encourage students to have their own scientific calculator. The recommended calculator can be purchased from our Maths Faculty for around £6.00.

Period 7 lessons for Year 11 and Year 13

To support students in Year 11 and Year 13 to fully prepare for examinations and vocational qualifications in Summer 2021 we are implementing a compulsory Period 7. These additional lessons will take place from 3.10pm to 4.00pm, every day, except Monday. Period 7 lessons will start on Tuesday 8 September 2020.

The outline programme is detailed below and will be confirmed shortly. We have booked a larger Late Bus to transport students, eligible for school transport, home after the Period 7 lesson. The Year 11 and Sixth Form teams will write to you with more detailed information next week.

	Tuesday		Wednesday		Thursday		Friday	
	Y11	Y13	Y11	Y13	Y11	Y13	Y11	Y13
Week 1	Science	Applied Science	Art Construction Graphics Music RE		Maths		French Health Construction Sports Studies	Psychology
Week 2	Business Engineering Hospitality Drama Photography	Business Health	Geography History		English		English, Maths, Science (smaller targeted group intervention) Study skills and prep for the remainder of the cohort.	Sports Studies

Thank you, once again, for your ongoing support. My colleagues and I look forward to working with you to foster your child's ambition and ensure they achieve excellence.

Kind regards



Mr Ged Rae
Principal