

# Lockdown Guidance: January 2021



## 1. Government Guidance

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

<https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

## 2. Introduction

The Academy is closed to all students except the children of Key Workers and vulnerable students (KWV). This will be until February half term at the earliest. As advised by the government we have put plans in place to minimise the number of staff and students working from the Academy site. Risk Assessments (RAs) are in place for staff and students who attend the Academy site. The RAs, detailed below, should be followed in conjunction with this guidance document:

- Lockdown 3 KWV Return COVID-19 Risk Assessment
- Lockdown 3 KWV COVID-19 First Aid Risk Assessment
- Lockdown 3 KWV COVID-19 Staff Risk Assessment
- Lockdown 3 KWV COVID-19 Procedure for First Aid
- Lockdown 3 KWV COVID-19 Infectious Disease Risk Assessment
- Lockdown 3 KWV COVID-19 Additional Daytime Cleaning Procedure
- Lockdown 3 KWV COVID-19 Supply and Use PPE Procedure
- Lockdown 3 KWV COVID-19 Procedure for the Management of Infectious Disease

The main mode of learning during this time will be remote learning. Students attending the KWV provision will access the same remote learning as their peers who are working from home, supported and supervised by Academy staff.

## 3. Safeguarding

Safeguarding continues to be everyone's responsibility during lockdown and it is therefore vitally important that staff continue to look out for signs that a young person may be struggling in terms of their wellbeing or be at risk of harm. An addendum to the Safeguarding and Child protection policy is in place that outlines our continued responsibility to safeguard and promote the welfare of all our students. Vulnerable students are encouraged to attend the academy and where they do not, they are monitored through 'Safe and Well Calls' by Pastoral Leaders every day, three times a week or once a week depending on their level of vulnerability. All other students have daily opportunities for contact with Academy staff through live lessons and additionally tutors should undertake a fortnightly 'Keep in Touch' call to speak to the student and their parents and provide an opportunity for students to communicate any worries as well as for staff to pick up on any red flags with regards to safeguarding concerns. Staff should record these details on the tracking document in All TDA Staff Teams.

[Link to Safeguarding Addendum](#)

## 4. Staff Attending the Academy

There is a rota in place to ensure there is appropriate staffing levels on site to support the KWV provision and provide high quality pastoral and safeguarding support. Additional staff are also on site to provide administrative support, deliver catering facilities, maintain a safe site and provide First Aid.

The purpose of the lockdown is to minimise the number of staff and students on site. However, we understand that some staff may face challenges working from home. Staff may, therefore, choose to work from the Academy site.

All staff should ensure they sign in, using the Invenry system, when they arrive on the Academy site and sign out when they leave.

When on the Academy site staff should wear a face covering, when moving around the Academy site and in communal areas. Staff should also sanitise their hands regularly and observe good respiratory hygiene. Staff should not congregate in large groups and a 2-meter social distance should be maintained at all times.

The cafeteria is open for staff to purchase hot and cold food. Staff may also bring their own food to the Academy site. However, Food, drinks, cutlery, plates and cups should not be shared.

Staff are expected to wear professional dress when on the Academy site.

## 5. Travel to and from the Academy site

When travelling to and from the Academy staff and 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>

This guidance emphasises that staff and students should only use public transport where it is necessary. If public transport is used then staff and students should observe social distancing, minimise surface contact, and wear a face covering.

Where possible staff and students should travel to the Academy on foot or by bicycle – again observing social distancing.

Staff and students who travel by car should only car share with members of their own household. Members of different households should not share a vehicle.

## 6. Meetings

Full staff meetings, DLCs (should these now be called FLCs!!!) and PD sessions will be done virtually on MS Teams. The following meetings are currently planned:

- Principal's Briefing. Monday and Friday – 8.30am until 8.40am
- Safeguarding Briefing. Wednesday – 8.30am until 8.40am
- DLCs and PD. Monday – 3.10pm until 4.00pm
- Senior Leadership Team – Tuesday – 3.10pm until 5.10pm

Other meetings should take place, as far as possible, in Microsoft Teams. If a meeting does take place in person then adequate protective measures and social distancing must be in place:

- Large space, such as a classroom
- Room well ventilated – windows and doors open
- Social distancing of at least 2 metres at all times
- Any communal IT should be wiped down with a sanitising wipe after use

## 7. Fire Safety and Lockdown

Staff should follow established Academy procedures if there is a requirement to evacuate or lockdown. Staff should make sure they familiarise themselves with these procedures especially if they are now based in an area of the Academy that they don't typically work.

## 8. First Aid

Detailed First Aid Risk Assessments and COVID-19 Procedures have been developed to facilitate the reopening of the Academy. The Academy will only open each day when the required number of fully trained First Aiders are on site.

There will be a First Aid kit and associated PPE in every teaching area.

Staff should always contact On-call if First Aid is required.

## 9. Cleaning, respiratory hygiene and hand hygiene

Detailed Risk Assessments and COVID-19 Procedures are in place.

A day-time cleaner will be on site every day. Their role is detailed in the COVID-19 Procedure. This member of staff will clean and sanitise all areas of the Academy including classrooms, toilets and any communal areas. Additional cleaning wipes and sanitiser will be available in classrooms for staff to use if required. Staff can also contact On-call if they believe additional cleaning by the day-time cleaner is required.

Staff and students are expected to wash or sanitise their hands regularly throughout the day, particularly when they:

- Arrive and depart from the Academy site
- When entering or leaving a room
- After eating or drinking
- After using the toilet
- After coughing or sneezing.

If staff or students need to cough or sneeze they should use the tissues provided in every classroom and available in communal areas. Staff and students should follow the 'Catch it, Bin it, Kill it' guidance. Bins with lids will be available in every classroom to dispose of used tissues. These will be emptied regularly.

## 10. If a member of staff or student begin to show symptoms of COVID-19 at home

Staff and students who are unwell or show any symptoms of COVID-19 should **not** attend the Academy site. These symptoms are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Further information can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Guidance has been provided to parents and carers.

If a member of staff becomes unwell, they should inform the Academy, in the usual way, by contacting Ged Rae on 07803210050. To expedite testing the Academy can make the referral using the government's Employer Referral Portal. Sarah Calison will call the staff member back to complete the details required for this.

## 11. Vocational Examination: January 2021

The guidance provided to schools, following the Prime Minister announcement on 4 January 2021, stated, 'Public exams and vocational assessments scheduled to take place in January will go ahead as planned'.

In his speech to the House of Commons, on the 6 January 2021, the Education Secretary, Gavin Williamson, provided further detail:

*'I know students and staff have worked hard to prepare for the January exams and assessments of vocational and technical qualifications, and we want to allow schools and colleges to continue with these assessments where they judge it is right to do so. No college should feel pressured to offer these and we will ensure all students are able to progress fairly.'*

<https://www.gov.uk/government/speeches/education-secretary-statement-to-parliament-on-national-lockdown>

Finally, Pearson, the Exam Board who administer BTEC qualifications also provided the following information:

*'We want to ensure that you and all those working in schools and colleges are supported by us regardless of the choice that is made by your school or college on whether exams take place. Where a college or school decides to offer exams, you will be able to sit your external assessments as planned and if your school or college decides not to offer vocational exams, we have agreed the following with Ofqual and the DfE to ensure that no learner is disadvantaged.'*

<https://www.pearson.com/uk/about-us/news-and-policy/news/2021/01/btec-learner-update-on-examinations-going-ahead-5jan-2021.html>

At TDA examinations will go ahead, as planned, in Year 11 and in Sixth Form. We believe it is important that all students have the opportunity to sit the examinations that they have prepared for and achieve the grades that their commitment and hard work most certainly deserves.

I do understand that some families may believe the risk of attending the Academy, due to COVID, is too great. If they choose not to send their child to the Academy to sit an examination or their child is unable to sit an examination for any other reason, we will work with Pearson to ensure that students are not disadvantaged in any way.

Students sitting examinations will arrive on site, in full uniform (or professional dress for sixth form), at 8.40am. School transport is continuing to operate. Year 11 should enter the site by their normal gate, where they will be met by their teacher and SPL. Year 12 and 13 should report to the Sixth Form Centre.

Booster sessions will take place before every exam. Following the examination students can leave the Academy site to return home. Provision will be made, within the Academy, for students who are required to wait for school transport.

SLT and the examinations team will oversee all examinations.

## 12. Removing Barriers to Remote Learning for Students

The Academy is distributing over 100 laptops and SIM cards to support students accessing home learning. These laptops are being distributed on a prioritised needs basis. We have also signposted families to sign up for additional free data, through a government scheme.

## 13. Free School Meals

The following arrangements will now apply, until further notice, for those students eligible for Free School Meals (FSM):

For students who are attending the on-site provision in-person and eligible for FSM:

- Our canteen is operating and a FSM will be provided for each eligible student as per normal school opening.

For eligible FSM students not attending the Academy in-person:

- Thursday 7 January and Tuesday 12 January: A packed lunch can be collected, from the Academy reception.
- For the period from Wednesday 13 January to Friday 22 January a food hamper will be made available for each eligible FSM student.

Parents/carers will be able to pick these up from the Academy reception. We will attempt to deliver packed lunches and hampers to families who cannot attend site.

I will provide details of provision from Monday 25 January when this information becomes available.

## 14. Remote Learning

All teachers will provide Remote Learning opportunities for all of our students for the entirety of the lockdown period using Microsoft Teams. A broad summary of our strategy is as follows:

At KS3, students are divided into two Remote Learning groups. These are a Team A and Team B. Students are placed in these groups based on their scaled scores. In some circumstances, students can be moved if another group is more appropriate. This is to ensure that not only do student receive the best quality learning provision, but we are also able to create added staffing capacity in the Academy for other provisions.

In KS4 and KS5, teachers will teach their normal classes, in their normal Class Teams. These students will always have access to their usual teacher for the duration of the lockdown period. Along with the best opportunities for learning, this will help us support them with any uncertainty around examinations, and at Post-16, future destinations.

Expectations for Remote Learning are outlined below.

Teaching staff must carefully consider:

- The students who are learning, their needs and current curriculum position
- The content being delivered and whether this is prior or new learning.

Live Lessons are a key aspect of our Remote Learning provision. Teachers are expected to be “available” for students during the times indicated on student timetables.

When we create a Live Lesson, we expect teachers to follow our guidance on Lesson Titles and Lesson Descriptions.

For Lesson Titles, please follow the format of: (Year Group/Group A or Group B or Class Name/Subject/Topic). For example, Year 8 – Group A – English – Worlds Affairs Lesson 1.

For Lesson Descriptions, please follow the example description, here:

### **Example:**

Please click “Join” on this event at \_\_\_\_\_ on \_\_\_\_\_ for your Live \_\_\_\_\_ Lesson. For this lesson you will need \_\_\_\_\_. The lesson will focus on \_\_\_\_\_ and you will be completing a piece of work on \_\_\_\_\_. You will be returning this to me by \_\_\_\_\_.

Please make sure that you join with your microphone and camera turned off.

As part of Live Lessons, teachers are responsible for:

- Creating lesson events and inviting the correct groups of students at the correct time
- Taking and submitting class registers to the pastoral team

- Recording all lessons for safeguarding reasons
- Planning lessons following an appropriate structure
- Being available in the lesson slot to answer questions, support individuals and feedback. This is particularly important at the start and end of lessons. We expect teachers to welcome students as they would for a lesson in the classroom and coordinate their exit by ensuring that students are explicitly clear on what they have learned

We acknowledge that teachers may wish to take different approaches. Most of our lessons may be Live Lessons led and directed by the class teachers, but we would expect a blend of:

- Live teaching, including teacher instruction from the class teacher, detailed explanations and deconstructed examples
- Use of other resources such as Oak National Academy lessons or other pre-recorded resources.

When teachers are teaching new content, especially content that is subject-specific and complex, we would suggest that “Live Teaching” in almost all cases here, is the best approach.

We would like to support teachers with the planning of their Live Lessons, so we have created a suggested structure for these, which will evolve as the currently limited evidence-base grows over time. We would encourage teachers to refer our “Teacher Guide” for Live Lessons, found [here](#):

## 15. Key Worker and Vulnerable (KWV) Provision

The definition of Key Worker and vulnerable children can be found at the link below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

In addition to the vulnerable definitions detailed above the Academy may invite students to attend on-site provision based on our own risk assessments for individual students.

Children with at least one parent or carer who is a Key Worker can attend the Academy if required, but parents and carers are advised to keep their children at home if they can.

KWV provision will be staffed by teachers and support staff on a rota system. The rota can be found in the All TDA Team or by clicking [here](#).

Students should be reminded to follow all COVID preventative measures and should be reminded of them regularly throughout the day. These measures include;

- Maintaining a 2-meter social distance as far as possible
- Wear a mask in corridors, communal spaces and any time when asked by a member of staff
- Sanitise hands regularly
- Observe good respiratory hygiene

Students should arrive by 8.40am and enter the Academy site by their normal ‘Bubble’ gate. PL will meet students and escort them to their room. School transport will operate as normal. The rooms are as follows:

Year	Room	Toilets	Outside Area
7	T10	Humanities	PE
8	T15	English	Quad 1
9	T11	Concert Hall	Back of School
10	T26	Maths	Quad 2
11	T27	Science	Science/Tech
Sixth Form	Sixth Form	Sixth Form	Sixth Form
SC and GA	SC and T23	SC and GA	SC and GA

Students will access the same remote learning as those students working from home. Staff should maintain high standards of engagement in work and conduct whilst provide supervision and support.

Students will wear full school uniform and all normal Academy rules/expectations apply, including the use of mobile phones.

A member of SLT will be on-call every day and can be contacted by phone. The on-call number will be distributed via Teams each day.

Toilets will be cleaned regularly during the Academy day and at the end of the Academy day.

Students may only use the toilets one at a time. Staff should record on the Pupils Movement Microsoft Form when a student has gone to the toilet. Students should be reminded to wear a mask when moving to and from the toilet and whilst they are in the toilet. Students do not need to be escorted to the toilet.

Staff should use the staffroom toilets.

Staff and students must sanitise their hands when they leave and enter a classroom and wash their hands thoroughly after using the toilet.

Students will have break and lunch at 10.45am and 12.50pm respectively. Students can spend break and lunch in their classroom or their allocated outside zone. Support staff will supervise classrooms during break and lunch and SLT will supervise outside zones – as per the rota.

The cafeteria is open, or students and staff should bring a packed lunch.

Students and staff using the cafeteria will pre-order each morning, using the form provided. Lunches will be collected by a member of staff and taken to the students' classrooms.

At the end of the day students should be escorted and dismissed via their usual gates.