



# Ark Burlington Danes Academy

Monday 1<sup>st</sup> March 2021

## RE: Year 12 Return to school

Dear parents / carers,

I am writing to you with an update on re-opening plans.

I would firstly like to thank all of our staff for the wonderful work that they have been doing during lockdown. All staff have shown great diligence and resilience, whether they were working remotely delivering live lessons or working in the community classroom supporting students. I have been so impressed with the quality of work completed by students and would like to thank parents for the support that you have been able to provide at home. It is not an easy task to support your children with home learning whilst having to do your own work as well.

I am writing to you with further details of our re-opening and to ensure that the school is safe for all students to return to school. Much of this information is the same as what we shared with you in September as we have done a rigorous review of our risk assessment and the processes that we have in place are robust.

### 1. Start of term dates:

The following are the start dates for your year group. On the first day of school, students should come through the **Du Cane entrance** where they will be directed to the school's testing centre. It is essential that all parents complete the consent form before students return to school so that we can test as many students as possible.

Students should arrive at the time indicated for their course of study:

Day	Timing	Year Group	Class
Thursday 11 <sup>th</sup> March	8.30am	12	A Level students
Thursday 11 <sup>th</sup> March	9.25am	12	BTEC or BTEC + A Level combo students

Here is the link to the consent form: <https://burlingtondanes.org/page-strips/covid-19-testing>

### 2. COVID Testing:

Once students have returned to class after their initial test the school will supervise two further tests over a two-week period. Students will then be provided with testing kits, which they will need to complete at home twice a week on a Monday and Thursday before coming to school. If your child tests positive with one of the home testing kits you should contact the school as soon as possible.

### 3. School day structure:

Once students have completed their first COVID test the exit and entry points for the school remain as the locations below, it is essential that students follow this to maintain the year group bubbles.

	Start time	Entry point	Zone	Break time	Lunch time	End of day	Exit Point
Year 7	8.20am	Wood Lane	Danes Building	10.20	12.50	3.05	Wood Lane
Year 8	8.20am	Du Cane Road	Fink Ground	10.20	12.50	3.10	Du Cane
Year 9	8.30am	Wood Lane	Burlington 2 <sup>nd</sup> Floor	10.20	12.50	3.10	Wood Lane
Year 10	8.30am	Du Cane Road	Fink 1 <sup>st</sup> Floor	10.40	1.30	4.05	Du Cane
Year 11	8.30am	Main Hall Wood Lane	Burlington 1 <sup>st</sup> Floor	10.40	1.30	4.05	Wood Lane
6 <sup>th</sup> form	8.30am	Wood Lane	Denis Potter	10.40	1.30	4.05	Wood Lane

**Ark Burlington Danes Academy**

Wood Lane London W12 0HR

T +44 (0)20 8735 4950 F +44 (0)20 8740 5659

[burlingtondanes.org](http://burlingtondanes.org)



# Ark Burlington Danes Academy

## 4. Entry and exit to the school site

The above grid indicates the entry point for students and the time that they will leave and enter the school site. Once students have left the school site they must go straight home. Students are not permitted to use the shops or food outlets on Wood Lane or North Pole Road. Wherever possible students should walk home by themselves and should not wait for siblings in other year groups as there will not be space for them to be able to do this. In the event that you need to organise a pick up for your child by a sibling please contact the Head of Year. Senior leaders will manage the bus stops in the local area. Students should avoid using public transport unless they travel a significant distance to school.

## 5. Behaviour and rewards system

The importance of strong discipline and providing a purposeful educational setting remains the focus for the school, and the systems we use for this are essential for ensuring a safe environment for all. Over the last 12 months numerous changes have been made to in order to improve standards of behaviour across the academy, and we will continue to use these processes, including significant sanctions for any students who fail to follow our COVID protocols. .

We will continue to issue a range of rewards, including 'Value Merits', used when a student embodies one of the school's key values. Parents will continue to receive a text message to inform you when a merit has been rewarded so you can speak about it with your child.

The academy will continue to utilise various sanctions, depending on the seriousness of the incident:

1. **'Checks'** – Low-level behaviour in class or around the academy, for which a 'check' should be issued to the pupil. 'Checks' accumulate throughout the day, with the sanction dependent of the number of 'Checks' received that day.
2. **'Direct Sanction'** – Behaviour that requires a straight sanction issued by member of staff such as a 45m After School Catch-Up or Loss of Social Time.
3. **'Red-Line'** – Students' conduct means that they are unable to stay in lesson/circulation. Once removed they will be taken to the Reflection Room. They will leave the Reflection Room once the lesson is completed and the student has demonstrated that they are ready to return. The student will complete a minimum of a 45 minute After School Catch-Up, however this sanction may increase depending on the severity of the behaviour.

## 6. Hygiene and safety in school

Ensuring health and safety of students, staff and the wider community is our highest priority. We will therefore be putting in the following measures, including some further changes, to maintain this. In light of COVID please review the below with your child before they return to school. The academy's behaviour policy has been amended to reflect current circumstances, including:

- Where possible, students should travel to school by walking, cycling or get a lift from an adult and avoid public transport if they can. If using public transport, face coverings must be worn.
- Students must make their way straight to join their year group bubble in their designated playground.
- No student can be in the building until after morning line up.
- Movement around the school will be limited to each year group bubble, unless KS4 students have specialist option subjects. Sanctions in response to a student being found in an area of the school outside of their designated bubble and/or truancy will be dealt with seriously in light of the additional risks to the health and safety to our school community.
- Teachers will move to the class to start a new lesson, with the previous teacher waiting until the new teacher arrives.
- A new 'keep left' system is now in place and must be observed when moving around the building. Where possible students will be escorted where movement is necessary.
- In transition moments (for example when teachers are moving rooms), teachers will instruct students to engage in silent reading and/or revision.
- Gloves cannot be worn. Clean hands are better, and gloves can harbour germs.
- All students should sanitise their hands on arrival at one of the sanitising stations.

**Ark Burlington Danes Academy**

Wood Lane London W12 0HR

T +44 (0)20 8735 4950 F +44 (0)20 8740 5659

[burlingtondanes.org](http://burlingtondanes.org)



# Ark Burlington Danes Academy

- At break and lunch pupils will mix with other pupils in their year group, but must maintain a strict 1m+ distance from each other. There will be no physical touching.
- Year groups must not have any contact with pupils from other year groups.
- All pupils must understand the importance of the social distancing rules. Any child who deliberately breaks the social distancing rules will be removed from the class and their parents contacted.

Any student who does not meet expectation in accordance with our behaviour policy, will be sanctioned accordingly. More serious incidents may result in an exclusion. Please refer to the academy's behaviour policy for further details (published September 2020). Student induction will focus on these areas to ensure that students have absolute clarity on this.

## 7. Face coverings:

Students will be required to wear a face covering in the school building **at all times**. This will include in classrooms during lesson times. It is essential therefore, that all students bring **two face-coverings** to school in case one is lost or damaged during the school day. This is directed by central government and will be enforced by all schools. The school will apply a similar exemption policy as the autumn term. Please contact the Principal if this applies to you.

## 8. Attendance:

The Department for Education have explained that attendance to school is mandatory and all students need to return. If you have any concerns please contact your child's Head of Year.

## 9. Uniform:

Uniform will remain the same as the autumn term:

- Students should not wear a tie for the autumn term
- Students can wear a striped shirt or plain white shirt

The reason for this is that students need to wash their uniform daily, as this is an important part of stopping the spread of coronavirus.

## 10. Lunch:

The lunch options will be similar to the autumn term, as we will need to continue to clean the space quickly between year groups. A grab and go service will continue to operate.

## 11. Equipment:

Each student will be set up with the books, work booklets and equipment that they need. All students will need the correct supply of stationery and a calculator.

## 12. Parent meetings:

All parent meetings will continue to be completed over the phone or using an online platform. The school has to minimise the number of visitors on site.

## 13. What should I do if my child is showing any symptoms of COVID-19?

If anyone in a child's family home becomes unwell with any COVID-19 symptoms including a new continuous cough or high temperature under no circumstances should your child attend school. You should follow the government advice around testing and self-isolation immediately. This is essential in protecting the health of other students, parents and staff.

If a student becomes ill at school they will need to be collected immediately. Students will be placed in isolation until a parent gives permission for the student to leave site. It is imperative that the student is taken to be tested as soon as possible.

**Ark Burlington Danes Academy**

Wood Lane London W12 0HR

T +44 (0)20 8735 4950 F +44 (0)20 8740 5659

[burlingtondanes.org](http://burlingtondanes.org)



# Ark Burlington Danes Academy

It is very important that students do not fake symptoms. If the school has to send a student home as they have a continuous cough we will not making a judgement as to whether the student is doing this deliberately. The student will need to be tested and it is possible that if a student is sent home then the household will have to self-isolate for two weeks, which means that parents would not be able to go to work and siblings would not be able to attend school.

## **14. Students who are classified as vulnerable or extremely vulnerable:**

It is essential that we have as much information from parents as possible. If your child has a shielding letter or is classified as vulnerable please ensure that your child's head of year has been informed. We will then discuss with you the best way to provide their education between now and Easter.

## **15. How will the school aim to ensure social distancing?**

Social distancing within the school is a crucial element of maintain student and staff safety. The actions that will be taken are as follows:

- We will be marking out the classrooms, corridors and the playground so that students will maintain a 2 metre distance from school staff
- Transitions around the school, entry and exit into the buildings and classroom will be carefully controlled by senior leaders.
- The timetable for the day will be structured so that the students will have break times at different times.
- The students will be sat at the same seat each day and will use the same set of resources. These will not be shared with any other students.
- There will be no physical contact between students; there will be significant consequences for any student not adhering to any of the rules around social distancing.
- All doors will be open to maintain well-ventilated classrooms.
- Use of the toilets and hand washing facilities are managed carefully to maintain social distancing and high levels of hygiene.

The school is committed to ensuring that the school site is set up to the safest possible standard to ensuring the safety and well-being of all students and staff.

If you have any questions or concerns with respect to the content of this letter please contact [bda.school@burlingtondanes.org](mailto:bda.school@burlingtondanes.org).

Yours sincerely

Paul Bhatia  
Principal