



# Ark Burlington Danes Academy

## ***Return to School – September 2020***

Friday 21<sup>st</sup> August 2020

Dear parents / carers,

It has been an extraordinary few weeks for students in year 11 and year 13. We are really pleased that the rigorous process that we have gone through in determining our centre assessed grades has meant that our students have been able to take up a range of excellent offers and destinations. Almost half of students in year 13 will be going to a Russell Group University, which is a fantastic achievement.

I am writing to you with further details of the changes that will take place in September to ensure that the school is safe for all students to return to school. Some of this information has been shared with you in July but we felt it would be useful to provide an additional copy of the information.

### **1. Zoning:**

To enable a safe return for all students the school will be zoned into different year group areas. The year groups will not mix during the school day. This means that there will be limited movement of students around the school site and students will spend much of the day in the same classroom.

Year groups will have different areas for break and lunch. They will be served food in different locations.

The teachers will move between classrooms so that students will still benefit from high quality specialist teaching. Students in key stage 4 will change groups and classrooms for some option subjects.

<b>Year group</b>	<b>Zone</b>
<b>Year 7</b>	Danes building
<b>Year 8</b>	Bottom floor Fink building
<b>Year 9</b>	Burlington building
<b>Year 10</b>	Second floor Fink building
<b>Year 11</b>	Burlington building
<b>6<sup>th</sup> form</b>	Denis Potter building

### **2. Start of term dates:**

The dates overleaf are the start dates for all students. Attendance to school is compulsory in September and will start on these days and times.

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<b>Year Groups</b>	<b>Start date and time</b>
<b>Year 7</b>	Monday 7 <sup>th</sup> /Tuesday 8 <sup>th</sup> /Wednesday 9 <sup>th</sup> September 10.20am-2.10pm Thursday 10 <sup>th</sup> September 10.20am-3.05pm From Friday 11 <sup>th</sup> September they will revert to 8.20am-3.05pm (normal timetable)
<b>Year 8</b>	Wednesday 9 <sup>th</sup> September – 8.20am-3.10pm
<b>Year 9</b>	Thursday 10 <sup>th</sup> September – 8.30am-3.10pm
<b>Year 10</b>	Thursday 10 <sup>th</sup> September – 8.30am-4.05pm
<b>Year 11</b>	Monday 7 <sup>th</sup> September and Tuesday 8 <sup>th</sup> September – individual Academic Review Meeting (Atrium) Wednesday 9 <sup>th</sup> September – 8.30am-4.05pm
<b>Year 12</b>	Wednesday 9 <sup>th</sup> September – 10.00am -4.05pm
<b>Year 13</b>	Monday 7 <sup>th</sup> September – 10.20am-4.05pm

### 3. School day structure:

Exit and entry point for the school are in the locations below, it is essential that students follow this to maintain the year group bubbles.

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

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## 4. Entry and exit to the school site

The grid on the previous page 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. Student groupings:

In key stage 3 students will be set using prior attainment data. Groupings will then be adapted to ensure that students can develop positive relationships within the groups. Sets 2-5 will operate as mixed groups and there will be students of different abilities in each group.

In key stage 4 students will be set using prior attainment data and the subjects that they are studying. This is done to minimise as much movement as possible

## 6. Behaviour and rewards system

The importance of strong discipline and providing a purposeful educational setting remains the focus for the school. Over the last 12 months numerous changes have been made to in order to improve the standard of behaviour across the academy. From September we will continue on our journey towards outstanding, providing further clarity regarding expectations of students in and out of the classroom, sanction escalation processes and, importantly, our rewards system. Rewards will include 'Value Merits', issued when a student embodies one of the school's key values. These will be issued electronically, and parents will receive a text message.

In order to achieve this we will be introducing the 'BDA Way', which will outline the key expectations for students and the wider school community. The 'BDA Way' will provide a point of reference for how we can embody the school vision and values on a daily basis and a framework for why sanctions and rewards are issued.

The academy will continue to utilise various sanctions, depending on both the seriousness of the incident. Students will be informed in September of three categories of behaviour for which they will be held to account:

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.

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## 7. Hygiene and safety

Ensuring health and safety of students, staff and the wider community is our highest priority. We will therefore be putting in the following 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 will be 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 they enter 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 upon arrival by using one of the sanitising stations.
- 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 expectations 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 (update to be published September 2020). Student induction days will focus on these areas to ensure that students have absolute clarity on this.

## 8. Attendance:

Attendance to school is mandatory in September, all students need to return. If you have any concerns please contact your child's Head of Year.

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## **9. Uniform:**

From September the following changes to uniform will be in place:

- 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 different in September as we will need to be to clean the space quickly between year groups. A grab and go service will be in operation for the autumn term.

## **11. Equipment:**

Each student will be set up with the books, work booklets, stationery and equipment that they need. All students will need to provide their own calculator.

## **12. Parent meetings:**

In the autumn term all parent meetings will be completed over the phone or using an online platform. This is because 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.

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.

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

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

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- 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 and classrooms will be well ventilated.
- Use of the toilets and hand washing facilities will be 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

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