

Endeavour Learning Trust

March 2021 Return to School

Parent Information



TARLETON

ACADEMY

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To all our parents,

It will come as no surprise to you that all staff are delighted to be welcoming our students back to school on Tuesday 9th March and to be offering their full curriculum, after the initial LFD testing day on Monday 8th March. Initially on our return we will be working within the same parameters as we did prior to the Christmas break. However, we will not be running a 'rota' system with all Years groups (7 to 11) in school.

Main points

The next few pages go into much more detail about our plans, but we wanted to summarise for you the main points below:

- Year groups will be allocated designated areas before school starts at 8.45am and at break and lunch.
- Year groups will be treated as separate bubbles in school.
- Teachers will escort their classes in single file at the end of each lesson to external 'meeting points'.
- This provides a break from the static classroom and will ensure students are not left unattended.
- Teachers will pick their classes up from this 'meeting' point and will always maintain 2-metre distance.
- Students will wear masks and staff will wear visors in classroom situations and visors or masks whilst moving around the school building or on duty.
- Masks on buses are mandatory.
- Students with medical or special needs who are exempt from mask wearing will be added to a central list and shared with all staff. Parents should email enquiries@tarletonacademy.org or telephone 01772 812644 to let us know requesting an exemption and the medical rationale.
- Lunch should either be a packed lunch from home or students can order a 'grab bag' during tutor time.
- Lunches and breaks will be staggered to keep Year groups separate.
- Each year group will have a designated toilet block.
- Toilets will have clear signage to show maximum capacity at any one time.
- Lessons will be slightly shorter to enable staggered and safe movement around the school.
- All year groups will be able to access specialist areas for practical subjects (e.g. Art, Music, Technology).
- Students will be asked to sanitise hands every time they leave and enter a room.
- Classrooms will be arranged with seating in rows facing forwards where this is possible.
- Classrooms will have doors and windows open for ventilation.
- Students will wipe down their own desk after use in each lesson.
- Students and staff with clear COVID-19 symptoms should not attend school.
- Where positive cases are confirmed, all students who have been in close contact will need to self-isolate. The school will conduct a rigorous 'track and trace' process to establish all close contacts.
- Lesson resources will be available remotely (online) for students who need to self-isolate.
- The PE curriculum will be adapted so that not all lessons will require students to get changed. Students will be informed by their PE teacher how this will work and what kit will be needed and on which days.

School Organisation

1. Staff and Student Health and Safety

Face Masks and Visors

- To mitigate against the risk of viral transmission, all staff will wear full face visors when working with students in classrooms or other indoor spaces. Staff can choose to wear a full visor or a face mask at other times whilst on the school site.
- Students will wear an appropriate face mask for the duration of their timetabled lessons in a classroom. A face mask is now part of their daily required school equipment.
- Students who are not able to wear a mask for medical or other reasons, will need to send in a written request for permission from parents for their son/daughter not to have to wear a mask during lesson time with details of why they are seeking an exemption via enquiries@tarletonacademy.org .
- The wearing of masks will be reviewed after Easter.

School Uniform

- All students will be returning to school in their full uniform. Please check our full uniform policy on the [school's website](#). *Any difficulties with school uniform due to the impact of lockdown will be discussed on an individual basis with parents so we can support where required.*
- Government guidelines state that uniforms do not need to be cleaned any more often or any differently than would normally be the case due to COVID-19.
- Given the amount of time out of school, it is also important that all students meet our high standards with regards jewellery, make-up, false nails and haircuts. As a reminder, no student should have any tattoo which is visible. Full details can also be found on the uniform link above.

Handwashing & Hygiene

- In addition to the washing facilities in the toilets, the school will also have sanitizer stations at the entrance to all classrooms and all communal areas where students will be congregating at break and lunchtimes.
- All classrooms will have paper towels and cleaning spray on teachers' desks for incoming teachers to clean their workspace.
- Students will wipe down their own desk at the end of each lesson prior to leaving the classroom.
- Cleaning staff will be cleaning toilets and shared areas throughout the day.
- Staff PPE grab bags will be available from the PPE PDC Station should they be needed for closer contact with students for First Aid or other medical reasons.

Social Distancing

- All staff will always maintain a two-metre distance from one another and students.
- Break-out areas/classrooms for staff in addition to the staff room will be available to staff for quiet working purposes.

2. COVID-19 Control Outbreak Plan

All schools within the Trust will be adopting Lancashire County Councils' *Schools & Education Settings Strategic Outbreak Control Plan* in the event of a student or member of staff exhibiting symptoms of COVID-19. The plan adopts a **Prevent, Protect and Respond** 3-stage model:

STAGE 1 – Prevent:

- All schools have robust communication strategies to staff, students and families.
- Risk Assessments are in place for vulnerable staff and students.
- Whole School Risk Assessments are in place and regular risk reviews will be undertaken.
- Staff and students not to attend school if symptomatic.

STAGE 2 – Protect:

- All staff and students required to use appropriate PPE as required.
- Social Distancing protocols in place across all schools with adherence to the two-metre rule for staff in place and the creation of year group 'bubbles' to reduce the risk of transmission between student year groups.
- Students will be receiving a detailed overview of the protocols on their first day back in school and they will regularly be reinforced.
- All staff and families are aware of **testing and tracing** protocols.
- Protocols in place to report any outbreaks to Public Health England (**PHE**)

STAGE 3 – Respond:

- Any positive cases reported to PHE.
- PHE will notify follow-up response with schools on contacts/ trace and test arrangements.
- All school absences for both staff and students logged and recorded.

Should a student become ill

- All schools will identify an isolation area/room that any student who becomes unwell or shows symptoms of Covid-19 will be isolated. Key symptoms are:

(i) Changes to/loss of sense of taste or smell (ii) Persistent cough (iii) Raised temperature.

- Any student or member of staff who becomes unwell with a new continuous cough, high temperature or a loss or change in their normal sense of taste or smell, in between testing will be sent home as soon as possible.
- All schools will ensure the following protocols are adhered to in the event of suspected illness:

Staff	Student
Sent home immediately if they can drive	Isolated in a ventilated room while waiting to be collected
Staff to use a ventilated room if waiting to be collected	Disposable PPE to be worn for supervising staff
Staff absence to be logged	Record of which staff have looked after the student or had contact with a symptomatic student
Schools will record and keep details of any incident in case it is needed for future case or outbreak management	

- All direct and close contacts should not attend school and will be advised to self-isolate for 10 days.

3. Movement Around School

General Guidance

- Students will be assigned to a year group 'bubble'.
- Break and lunch will be taken in a designated area in school and within the year group 'bubble'.
- All classrooms are laid out in rows and students will be front facing, where possible.
- Classrooms will have doors and windows open for ventilation.
- Students will move between lessons in a supervised and orderly manner.
- Students will be expected to line up as directed by staff and move around the school site in single file, observing the two-metre social distancing guidelines from staff.
- Students will be safely inducted in these routines during their first day in school.
- Students will be escorted by teachers to and from a central meeting point for each year group every lesson.
- All years will have split break and lunch which means that year groups do not mix.
- All lunches will be sandwiches or paninis or packed lunch from home.
- Initially on our return assemblies will take place in tutor rooms and will be delivered live or pre-recorded.
- Tutors have been re-organised into year groups in mixed Houses on a temporary basis.
- A breakfast club for those entitled to free school meals will be available from 8.00am. Students will sit at allocated year group 'bubble' tables.
- Any extra-curricular clubs will run on a year group 'bubble basis.

Arrival

- At the start of the school day students will enter the school site via one of two entrances marked on the map below and move to the areas allocated by 8.45am:

Year 7	Enter via the main gate and then move immediately to and remain at the visitors 'Car Park' which will be closed to cars.
Year 8	Enter via the Yarrow drive double gates and move immediately to the Tennis Courts through the bottom gate opposite the Aisling block.
Year 9	Enter via the Yarrow drive double gates and move immediately to the Tennis courts through the top purple gates.
Year 10	Enter via the Yarrow drive double gates and move immediately to and remain at the rear of the Lune building.
Year 11	Enter via the main gate and move immediately to and remain in the quad area.

- Students are expected to be punctual to school, arriving in good time for an 8.45am start to the day.
- Breakfast club will be available from 8.00am -8.35am, for those entitled to Free School Meals, with separate designated tables for each year group.
- The bike racks will be open for all Year groups and all students must maintain social distancing when locking up/unlocking bikes. Students travelling by bike should enter by the main drive (car access). Students travelling by bike must have a school permit.
- When the bell rings at 8.45am students will be required to line-up in teaching groups (staff will support students and guide them into the correct groups) at the designated areas listed below:

Year 7	Tennis Courts (top half nearest the school building, Hague Avenue side)
Year 8	Tennis Courts (bottom half nearest the school fields)
Year 9	Tennis Courts (top half nearest the school building)
Year 10	Rear of the Lune building
Year 11	Outside the Aisling Building

The School Day

- The school day will remain as a 5-lesson day.
- Lesson timings will allow for supervised movement of students outside and in the school corridors during lesson changeovers.
- This will result in lessons being slightly shorter than staff and students are used to.
- Students will be escorted to their year group meeting point at the end of each lesson.
- All students will have a break at a specified point within Lesson 2.
- All students will have a lunch break at a specified point within Lesson 4.

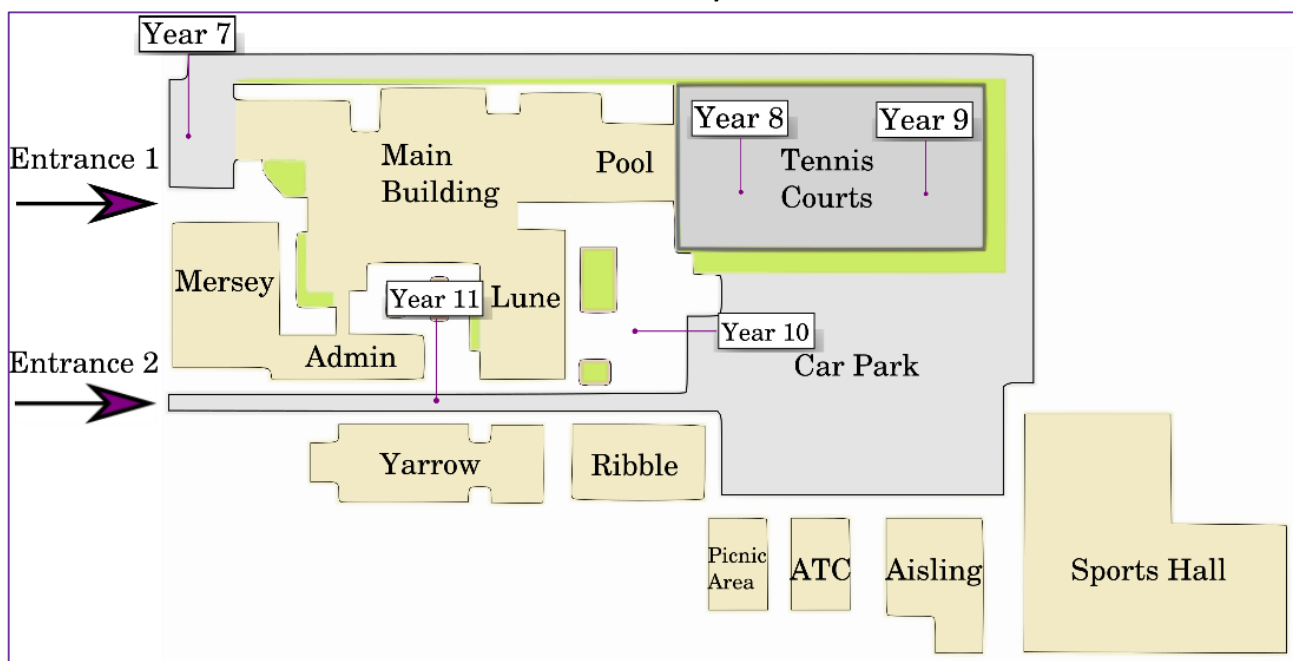
Lesson	Tutor Period	Lesson 1	Lesson 2*	Lesson 3	Lesson 4*	Lesson 5
Start	8:55 am	9:25 am	10:25 am	11:40 am	12:40 pm	2:20 pm
End	9:15 am	10:15 am	11:30 am	12:30 pm	2:10 pm	3:10 pm

Staggered break times occur within lesson 2 and lesson 4.

Departure

- At the end of the school day classes will be brought down to their year group meeting point and will be dismissed through the same gate that they entered school.
- Students travelling by bus should meet at the front of the Aisling building at the coned area. Staff will inform students when to make their way to the bus ques. Any student who is collecting their bike from the bike racks must ensure they follow the guidelines and protocols in place.
- Students should now congregate at the front of school and should make their way home straight away.

School Map



Use of Toilets

- Staff and students will follow all guidelines and protocols when using the toilets.
- All year groups will have a specified set of toilets to use during lesson and break periods as shown below:

Year 7	Mersey Block
Year 8	Lune Block
Year 9	Aisling Block
Year 10	Yarrow Block
Year 11	Ribble Block

Break and Lunchtimes

- There will be a reduced catering service available at break time.
- All food for staff and students will be ordered during tutor time (8.55am-9.15am)
- Break and lunches will be staggered to ensure that year groups are separate during these periods.
- Dining areas will be cleaned prior the entry of the next year group.

Breakfast Clubs

- Breakfast club will be available from 8.00am-8.35am, for those students entitled to Free School Meals, with separate designated areas for each year group.
- Numbers in breakfast club will be capped at 30 students at any one time.

4. Delivering the Curriculum

General Principles

- All of our students will receive the full breadth of subjects with their timetabled teacher.
- We will work with our students whatever their starting point from the prolonged remote learning situation.
- We will be mindful that lockdown 3 has had varying degrees of difficulty and we will support our students with compassion and understanding, whilst also instilling in them a renewed sense of routine and high challenge
- We believe our students, in the vast majority of cases, are eager to return to school and we will tap into this enthusiasm and desire for routine and stimulus.
- Teachers will continue to teach in their own classrooms as per the systems and protocol employed prior to Christmas to offer as normal as possible curriculum and access to specialist rooms.

Student Equipment List

There will be limited opportunities for staff to provide equipment in a safe manner to students so it is important that all students arrive each day to school with the following compulsory equipment that they must not share with any other student.

Compulsory Equipment List		
General	Subject Specific Equipment	
Blue, Black, Green and Red Biro	Creative Subjects	2B Pencil
Coloured Pencils		Coloured Pencils
Eraser	Mathematics	Protractor & Compass
HB Pencil		Scientific Calculator*
Ruler 30cm	Spanish	Small Pocket Dictionary
Sharpener		
Whiteboard and Marker	PE	Trainers only required for the first half-term
Earphones for Chrome Books		

5. Behaviour

Our policies for behaviour remain in place, but are overlaid with temporary amendments to accommodate learning in a COVID-19 safe environment.

- Staff will reward the behaviour they want to see and use positives in ClassCharts to seek to build confidence and engagement.
- It is possible that lack of engagement with regular routines will make returning to school more challenging for some students. All our staff recognise the importance of working closely with students and using behaviour management skills to encourage full participation. Our skilled pastoral support services will support students who may struggle with the return to routines essential for the smooth transition back into school.
- If a student's behaviour is causing risk to others in terms of health and hygiene practice or disrupting learning to the extent that the progress of others is being suspended, a classroom removal will be required in line with the school's [Behaviour Policy](#) which is available to view on the school website.

Detentions

- Lunchtime and afterschool detentions will run with consideration to ensure students are socially distanced from others not within their year group 'bubble'.

Fire Alarms

- The procedure for evacuation across the schools will be the same as with any normal evacuation conducted in a calm and orderly fashion with students remaining silent and moving in single file following social distancing guidelines as directed by supervising staff.
- Staff will be socially distanced at 2-metres and a minimum of 1-metre will be kept between each tutor line whilst outdoors.

6. Pastoral Support and Wellbeing

- After another prolonged time out of school, successful student reintegration will depend on strong, supportive relationships and effective routines. Although we have had to change our school day, all years will continue to have a daily registration period to ensure all students receive the pastoral care and support needed for a successful return to school.
- Many of our students will be anxious about returning to school and we understand that some students are worried about the amount of remote learning work they might have missed. We also know the challenges and sadness that some of our students will have had to endure during the period away from school. In order to ensure that we can provide the support our students need, our pastoral support teams will have staff attached to each year group 'bubble' to provide assistance and to arrange additional help where needed.
- All students will also have a teacher allocated as their Personal Tutor to ensure that every student has daily contact with a member of staff who is there to support their wellbeing.
- Please could parents contact the school directly with any concerns that they might have regarding any anxiety their son/daughter might have related to returning to school and a member of the pastoral support team will discuss any additional support that might need to be put in place. Email using enquiries@tarletonacademy.org or telephone the school on 01772 812644

7. Transport Information

Lancashire County Council has issued the following guidance with respect to bus transport:

- **Dedicated school transport:** Services that are used only to carry students to school.
- **Wider public transport services:** Services which are used by students as well as by the general public.

The advice for these two types of transport is different. This guidance is primarily aimed at dedicated school transport usage.

- Parents have been advised that students must not board home to school transport if they or a member of their household has symptoms of coronavirus (COVID-19).
- If a student develops symptoms whilst at school or their place of education, they will be sent home but must not travel on home to school transport to do so. The school will contact the parent or carer best placed to make arrangements for the student's journey home.
- On dedicated school transport social distancing will not apply.
- Children and young people aged 11 years and over must wear a face covering on public transport. National government guidance also states that local authorities recommend people aged 11 years and over to wear a face covering when travelling on dedicated school transport to secondary school or college, understanding various exemptions.

8. Attendance and Punctuality

- The government expects every student (with the exception of those having to self-isolate) to return to school from Tuesday 9th March.
- A copy of our [Attendance Policy](#) can be found on the school's website.
- The school understands that many normal routines may not yet be back in place. In order to ensure a safe and productive start, please ensure that your daughter/son starts to adapt to their normal school routine as soon as possible.
- To effectively maintain the year group 'bubbles' which have been created to keep students safe, it is vital that all students arrive on time to school, thereby avoiding contact with other year groups and classes.

9. Other Considerations

Lockers

- Currently, students will not be able to use their lockers. Therefore, students will need to ensure that they only bring to school the equipment they need for that day. This will require them to be extremely well organised and will require your support.