

# King's Academy Ringmer

## Returning to School

September 2020

### Message from the Principal

This booklet has been designed to be a comprehensive guide to returning to King's Academy Ringmer in September. I know some of you will understandably remain anxious about the reopening, but I want to assure you that the plans we have put in place all fully comply with the Government guidance issued to schools and have the health and wellbeing of all our students and staff at their heart. They also ensure all students are able to follow the full breadth of the curriculum and be taught by their usual specialist teachers in the specialist teaching spaces.

This information booklet not only provides students with all the information they need to return to school, but also outlines the rules and requirements of attendance. Government guidance requires that the school outlines in detail, via risk assessment and policies, how it intends to keep both students and staff as safe as is reasonably possible.

Therefore, any student who is not able to adhere to the guidelines laid out below, or follow staff instructions, will be sent home and asked to work there until they are able to assure us that they can behave safely and responsibly in school.

The booklet is designed to be a

reference guide rather than a cover to cover read but I would urge you to read all of it before school begins. We will update it on a regular basis as more information comes in and you will be able to click on links to further information, such as travel as it is updated by providers.



We have included a link (above) to the most recent guidance from the Department for Education which we have used as our guide and think piece. I am confident that the work of all the staff means that coming back to school in September will be as seamless as we can possibly make it and if it doesn't work or the guidance changes, we are versatile and creative enough to change it.

I wish you all a relaxing and enjoyable holiday and look forward to seeing you on Monday 7th of September.



*click to see video*

Mrs S Williams - Principal

### THE GUIDANCE

- Behaviour
- Classrooms
- Contingency plan for a further outbreak
- Dining Arrangements
- D&T and Art
- Equipment
- Health and Safety/ Cleaning/Covid Procedures
- Learning and Catch-Up
- Lockers
- Music
- Parents and Visitors on site
- Physical Education
- School Attendance
- Science
- SEND support
- Shape of the day
- Social Time/ Breaks
- Student Wellbeing and Support
- Travelling to and from school
- Uniform

**DO NOT SEND YOUR  
CHILD TO SCHOOL IF  
THEY HAVE CORONA  
SYMPTOMS**



## TRAVELLING TO AND FROM SCHOOL

Please see the following link from the Government for guidance regarding transport to school.

Please go to [section 2: School Operations](#)

### Buses:

We expect students to:

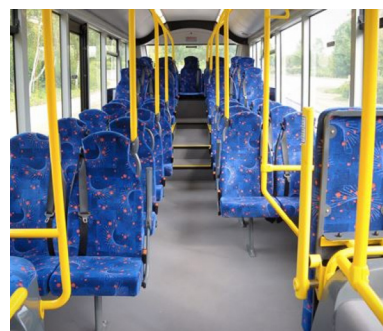
- Wear a face covering
- Remain seated at all times
- Where possible keep two metres apart during travel and getting on and off the bus.

We have yet to confirm the coach travel for the 20/21 academic year as this is dependent on the children who are entitled to transport as deemed by our Admissions and Transport Team. We will only know this information once all applications to school places are received in the July/August period. Full information on how to apply for free transport and our options can be found on ESCC logo, above.

For information on the current school coach services operating, please click on the bus below.



It is important to note that spaces on the vacant seat scheme cannot be guaranteed and will only be allocated around the end of October. Information on the vacant seat service can be found by clicking the picture on the right. We request that applications for vacant seats are not made until the end of the current academic year.



For information on public transport options please use the journey planner via traveline, here:



Information on travel **discount** can be found [here](#) & [here](#).

### Cars:

**Arrival:** You may drop students off at the drop off point if there are no buses and it does not cause congestion. Otherwise please park in the car park on the left hand side as you come in. We recommend you do not leave your vehicle unattended at any time.

**Pick-up:** Please drive into the school and park in the car park on the left hand side to collect your child. We recommend you try and routinely park in the same space.

**Please note:** the Harrison Lane car park will not be open this term.

**Walking to School** - To ensure supervision of 'bubbles', please ensure that you arrive at your respective 'bubble' between 08:20 to 08:40am.

Students should be collected from the same car park at the end of the day. We recommend you try and routinely park in the same space.

## Arrival and Departure

All students are to access the school site from the front entrance.

- Year 7 via front doors and follow the markers to the Canteen.
- Years 8 and 9 via side pastoral doors and follow markers to the Assembly Hall.
- Years 10 and 11 to follow markers around the right hand side of the main building, to the Steve Green Building.
- Please note, the Harrison Lane entrance will not be open this term.

All students are to leave via the following procedures:

- All staff will accompany P6 students to their respective arrival 'bubble' to await to be dismissed from the school site
- Year 7 enter via the left hand assembly doors to the Canteen
- Years 8 and 9 enter via the left hand assembly doors and remain in the assembly hall
- Years 10 and 11 will be accompanied to the bus stop shelters in reverse to arrival
- Staff on duty at the end of the day will ensure that students either get onto their bus, meet with their parent/carer to be picked up, leave the site if they are walking home or are waiting in the correct place for their bus/parent/carer.
- Students will not be allowed to stand around on the school site at the end of the day, in order to minimise the risk of crossing bubbles.

## ATTENDANCE AND PUNCTUALITY

The Government has made explicit that **attendance** is compulsory for all students from September stating that it is:

- Parents' duty to ensure that their child attends school, where the child is a registered pupil at school and they are of compulsory school age
- Schools' responsibilities to record attendance and follow up absence
- Schools also have the option to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

We believe we have taken all steps to mitigate risk so do expect your child to be in school. We will be offering additional support for mental health and wellbeing but the heart of attendance is:

**If you are not in school, you cannot make progress and it will have a significant impact on your future.**

**Punctuality** will be even more important under these circumstances as it is essential your child arrives at their respective 'bubble' by 08:40am daily. Each Key Stage Progress Leader and a member of the SLT, will be

supervising these areas from 08:20am to 08:40am:

- Year 7 follow the markers to the Canteen
- KS3 (year 8 & 9) side pastoral doors and follow markers to the Assembly Hall
- KS4 (year 10 & 11) follow markers around the right hand side of the main building to the Steve Green Building

## FIRST DAY BACK - MONDAY SEPTEMBER 7

Upon arrival, students are to follow the guidance listed previously on page 2 'Arrival and Departure'. At 08:40am, students will be collected by their tutors and accompanied to their respective tutor classrooms.

Lessons 1 and 2 will be tutor time, where tutors will clarify school procedures, expectations and routines. This will also be an opportunity for students to get to know each other and familiarise themselves with their tutor, classroom and bubble.

Activities will be set to enable a smooth transition back to school life and to alleviate first day anxieties for all. We will be keeping a close eye on student's mental health and well-being.

## SHAPE OF THE DAY

To ensure distancing between the bubbles tutor sessions, breaks and lunchtime have been staggered so that we can ensure the bubbles do not share facilities. The Year 8 and 9 bubble will have tutor sessions and period 4 when the two other bubbles have break and lunch. In order to facilitate this, tutor sessions have been moved from the start of the day to after period 2.

**NB: we will not be holding any mass gatherings, such as assemblies, until we are informed by the DFE that we are able to do so. We will be holding live virtual assemblies in tutor groups.**

### Timings:

|                              |                                   |               |                             |               |
|------------------------------|-----------------------------------|---------------|-----------------------------|---------------|
| P1                           | 08:45-09:35 (formal registration) |               |                             |               |
| P2                           | 09:35-10:25                       |               |                             |               |
| Tutor Sessions/<br>breaktime | Year 7,10 & 11<br>Tutor Time      | 10.25 - 10.50 | Year 7,10 & 11<br>Breaktime | 10.50 - 11.10 |
|                              | Year 8 & 9<br>Breaktime           | 10.25 - 10.50 | Year 8 & 9<br>Tutor Time    | 10.50 - 11.10 |
| P3                           | 11.10 - 12.00                     |               |                             |               |
| P4/ Lunchtime                | Year 7,10 & 11<br>P4              | 12.00 - 12.50 | Year 7,10 & 11<br>Lunchtime | 12.50 - 13.40 |
|                              | Year 8 & 9<br>Lunchtime           | 12.00 - 12.50 | Year 8 & 9<br>P4            | 12.50 - 13.40 |
| P5                           | 13:40-14:30 (formal registration) |               |                             |               |
| P6                           | 14:30-15:20                       |               |                             |               |
| End of School                | 15:20                             |               |                             |               |

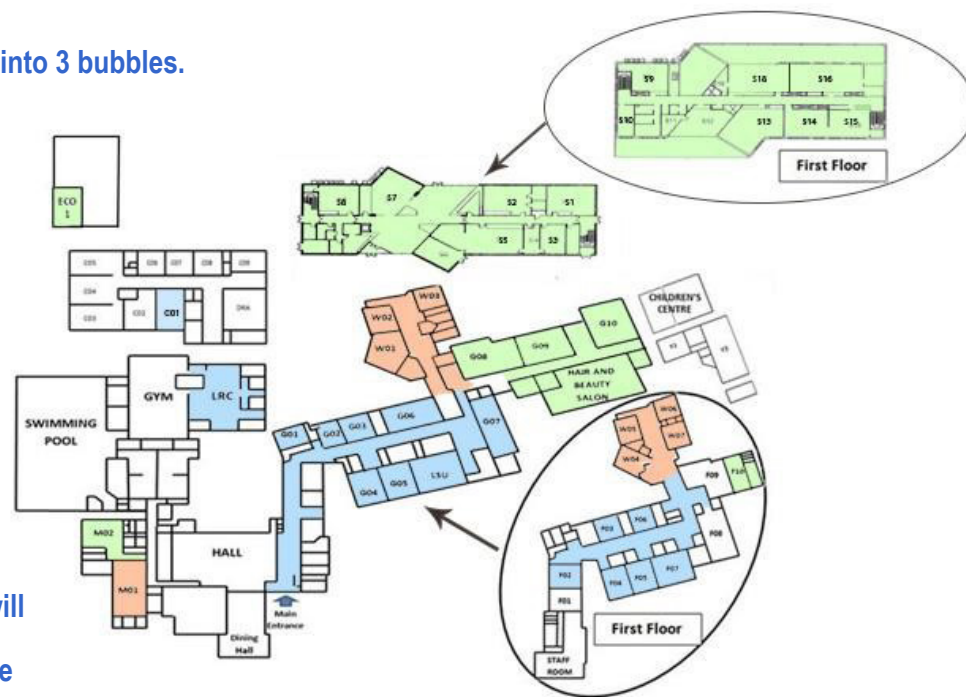


# THE SCHOOL SITE

The school site has been split into 3 bubbles.

1. Green bubble which will contain Years 10 and 11.
2. Orange bubble which will contain Year 7.
3. Blue bubble which will contain Years 8 and 9.

Classrooms and social areas have been allocated based on each of the bubbles as well as the timing of break and lunch time. Each bubble will have their own toilet facilities. The classroom allocation of the bubbles can be see, right.



Specialist classrooms for Drama, Food Technology and some Science Labs do cross the bubbles, however, appropriate cleaning will take place between lessons when the bubbles cross over. For Years 7, 8, and 9 where subject groupings are the same, students will remain in a base classroom and teachers will move to the base classroom rather than students moving to classrooms in particular curriculum areas. For example in Year 7 Geography, History, PSHE, RE, Spanish, French and English groupings are the same and there will be four groups of 28 students which remain the same across these subjects. Each group W,X,Y and Z will remain in the same classrooms in the "W Block" for the identified lessons reducing movement around the rooms found in the Year 7 bubble.

There is a one way system in place which will be strictly enforced for all persons on site. Directional arrows are on walls and floors for staff and students to follow.

As you approach the school, you will see a sign at the entrance asking you to adhere to the 2 metre social distancing rule. This will be applicable inside the school grounds until you leave the site. This is without doubt the most important rule in the school:



**ONCE YOU ENTER THE SCHOOL SITE YOU MUST REMAIN 2 METRES APART FROM ANY ADULT OR STUDENT UNLESS THERE IS A MEDICAL EMERGENCY**

To assist with this, you will see signage and floor markings in all parts of the school that are open. Staff will assist you by reminding you of the rules. Please do not be offended if they ask you to step back or move away from another person.

## Classrooms

We will continue to deliver high quality teaching and learning but we have had to make some changes to our classroom usage to meet Government guidelines. Teachers will remain at the front of the class to teach and will maintain social distancing where possible. Any movement within the classroom will be restricted as much as possible. However, staff will still be able to help students during lessons.

Classrooms will be cleaned regularly throughout the day and cleaning materials and hand sanitiser will also be available in each room. Rooms will be kept well ventilated during the school day and students will be reminded regularly about good respiratory hygiene.

Exercise books and resources, such as text books or set texts, will be stored in classrooms or lockers and will not go home with the students in the first few weeks at least. We will make alternative arrangements regarding independent learning and the marking and feedback of work to ensure that we can still do these things effectively but without all resources having to go home each day.

# UNIFORM

Full and correct uniform or PE kit must be worn at all times. The government guidance clearly states that more regular washing of clothes is no longer required therefore all aspects of our dress code, including smart hairstyles, must be adhered to from day one.



Please see the link to our current Uniform and Appearance Policy [here](#). Please support us with this - we do not want, and shouldn't need to have

conversations with students or yourselves about uniform/jewellery/hair when we should be having more important conversations about learning and wellbeing.

There are always concerns when purchasing uniform items as to which is compulsory and which is optional. We have amended the uniform policy for September so that it is clear which items are compulsory and which are optional or give a choice. We are confident this will help you when purchasing items for September.

Our uniform and PE items are available from [Sussex Uniforms](#), who have a shop in Haywards Heath. However, they are online at the link above for orders.

We have also clarified the type of shoes we consider to be school shoes by indicating which brand of shoes are not acceptable as they are considered to be sports shoes or trainers. Some students have in the past purchased these Vans as shoes and we wish to reiterate before you shop that these are not acceptable footwear for school.



## UNIFORM/APPEARANCE

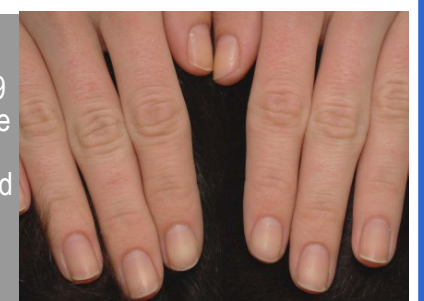
Our uniform is more than just blazers, skirts and trousers. We like you to be proud to wear the school's uniform and take pride in your overall appearance.

This includes hair, make-up, jewellery and even coats and bags. When in uniform you are representing the school, not just in school but on your commute and whenever you are wearing the uniform in public. The word uniform means the same, it's unfair on others if you are wearing something that others can not. Please see the list below of do's and don'ts.

**Jewellery** is not allowed except for a plain gold/silver stud or small hoop in pierced ears (one per ear). Studs/hoops for any other piercings are not allowed and should be removed or covered with a plaster. Retainers are not permitted. Necklaces, bracelets, Charity Bands, Friendship Bracelets etc are not allowed (with the exception of specified charity weeks).

**Hair** should be natural colour in simple hairstyles and should be tied back and away from the face for health and safety reasons if necessary. Extraordinary hair colours or styles are unacceptable.

**Make up** should not be worn by years 7 – 9 and only discreet make up is allowed in years 10 and 11. Nails should be clean and clear of any polish or beauty products (for example: gels, acrylics etc)



The School will take appropriate account of cultural and/or religious needs in relation to uniform.

All **valuables** (including mobile phones) are brought into school at the owner's own risk. The school will not cover the cost of any loss or damage to any personal property. Mobile phones/electronic devices are allowed on site but only if they are turned off and are kept out of sight in a bag or a pocket between 8.40am and 3.25pm, including throughout Break and Lunch.

Any **phone** seen by a member of staff between these times will be confiscated and put in the Principal's Office for collection at the end of the school day. Parents/Carers may be asked to collect them in some cases eg. Persistent Offenders



## LEARNING AND CATCH-UP PLANS

We plan for all students to continue to study a broad and balanced curriculum. Through the delivery of live lessons during school closures, we have been able to continue to deliver our curriculum and feel students are in a good place with their learning; the recent assessment week has enabled us to identify any gaps in learning and plan accordingly for September. Lessons will continue in September as they did before with very little changes to our day-to-day teaching despite the logistical changes.

Every year the school hosts a huge number of interventions for students to support their academic progression and these will continue as normal, starting in September. However, we will also use the first term to allow students to settle back into classroom learning, assess their progress and then plan additional catch up interventions. In order to fully support Year 11, we will

be conducting our first set of mocks in early October so that we can produce a fully comprehensive intervention plan for all students. We already have some exciting ideas about how we can continue to utilise and develop our use of digital learning and online platforms to provide timely and impactful interventions for all students.

We will also introduce a tutor time reading programme for years 7 - 10 to support the development and improvement of their reading and literacy skills through the reading of high quality, challenging and thoughtful novels and stories.



## STUDENT WELLBEING AND SUPPORT

There will be a Designated Safeguarding Lead on site every day and pastoral support for students.

If you are concerned about any aspects regarding your child's attendance at school from September ESCC Attendance Service are opening a helpline during August to offer support and guidance to all parents:

For the parents of current Y8 Students: the Immunisation Service were due to come into school this term to give the first HPV vaccination to year 8 students with a positive consent. Unfortunately, they were not able to come into school on the scheduled date due to the lockdown. They have planned a catch-up at school in the next academic year and they can also offer limited clinic appointments over July and August at Chailey Clinical Services. If you would like to book an appointment, please call the immunisation team on 01892 337248 ext. 2080 between 8.30am and 3.30pm.

Signposting parents to all the external agency support eg. School Nurse, CAMHS, SPOA, OpenforParents on line

[Yourpolice.uk](#) is an instagram page where young people can ask questions to police about a variety of topics including crime and how to keep themselves safe.

[Make Good Trouble](#) provides radio shows, videos, and support and advice for parents and carers. The site also links to their Facebook group [Raising Teens in Lockdown](#) where you can find advice and also share your tips with other parents and carers.

[CEOP](#) - Child Exploitation and Online Protection. This website offers help, advice and a platform to report any concerns. Young people are spending more time online, and while it is a great way to keep in touch with friends, it can also bring risk. It is important to talk to your child about staying safe online and what sites they are using, there are restrictions and if they actually KNOW ALL their followers!

[East Sussex County Council - Children's Service](#) If you have any concerns or worries about a child who may be at risk of harm or in danger.

[Fegans](#) - Provides counselling for children and support for parents.

For more information and help see our Safeguarding page on our [website](#).

### ESBAS SCHOOL ATTENDANCE HELPLINE

01273 481967

IF YOU HAVE ANY QUESTIONS ABOUT SCHOOL ATTENDANCE FROM SEPTEMBER 2020, ESBAS STAFF WILL BE AVAILABLE TO TALK EVERY TUESDAY AND THURSDAY IN AUGUST BETWEEN 1-3PM.

ALTERNATIVELY, EMAIL A QUESTION TO:

ESBAS@EASTSUSSEX.GOV.UK



## BREAK AND SOCIAL TIMES

During break and lunch, outdoor space will be available in fair weather and alternatives in poor weather conditions.

EACH KEY STAGE WILL HAVE THEIR OWN SOCIAL BUBBLE AND THEY WILL NOT BE ALLOWED TO MIX WITH THE OTHER CLASSES.

This social bubble/classroom organisation means that each group will:

- Have an allocated outdoor area for social time
- Have access to their own set of toilets

During breaks, staff will be on hand to ensure that the bubbles are maintained. There will be a one way system

around the school to allow students to access required facilities.

|                 | Indoor social area                | Outdoor social area            |
|-----------------|-----------------------------------|--------------------------------|
| Year 7          | Canteen                           | Quad, courtyard                |
| Years 8 and 9   | Assembly Hall                     | Quad, courtyard, tennis courts |
| Years 10 and 11 | The Steve Green Building, the Gym | The field & The tennis courts  |

A water fountain will be available but we are encouraging students to bring in a full water bottle each day to limit the amount of times they need to refill.

## CANTEEN AND EATING

There will be two dining areas open on the school site: the Dining Hall will be available for Years 7, 8 and 9, on a staggered system (see Shape of the Day), and the Steve Green dining area for years 10 and 11. Students will have to wash their hands before they enter the dining areas and there will be hand sanitiser available at entry points.

Payments: We are only accepting Parent Pay payments from September onwards and the 'ReVal' machines will not be available. We appreciate this may take extra organisation, however, we must consider the health and safety implications of this. If you need any assistance with this please email [debbie.duckworth@kingsacademies.uk](mailto:debbie.duckworth@kingsacademies.uk). With constant handwashing and the use of hand sanitisers, we will be able to use the PIN machines and these will also be sanitised every 15 minutes.

Food availability: There will be a limited break and Lunch menu as we will not be able to provide the usual 'grab and go' service. There will be a main meal of the day as well as other prepacked options.

Please see the menu here: [Menu September 2020](#)

Breakfast: We know that many students take advantage of this service so we will be providing a limited breakfast menu. Key Stage 3 students will be guided and supervised by staff in the dining hall.

Key Stage 4 students will need to order any breakfast requirements the day before, during their lunch break. This will then be delivered to the Steve Green Building the next morning.

Packaging: All food will be packaged in accordance with the guidelines that Chartwells are following. Allergens will continue to be identified and labels and where possible we will continue to support the environment by making the packaging recyclable. Chartwells have indicated that they think this is possible with the exception of the film windows on sandwich bags.

Finally, in order to assist you, please find the link to the tariff for prices from September [here](#) as well as an information film from Chartwells below.





## HEALTH AND SAFETY

### The Medical Room

The medical room will be open as usual for daily medical needs and will be supervised by a trained First Aider. If a student requires medical attention and therefore close contact, the first aider will put on full PPE and the student must put on a disposable facial covering; parents will be informed of this. Usual procedures will apply for administering medicines and contacting home.

### Fire Procedure

The normal fire procedure will remain in place as this is the safest and quickest procedure for ensuring the safety of students, visitors and staff on site. Students line up in tutor groups on the tennis court, where possible each tutor group will maintain 2 metre-distancing from each other as well as staff from each other and students.

### Cleaning and Hygiene

We are actively encouraging students to regularly wash hands and use the hand sanitiser found in all classrooms and at the edge of bubbles. The school will ensure that:

- Hand sanitising foam is provided in all classrooms and social areas
- Computer workstations are cleaned at the end of the day; we will provide keyboard wipes for students to use if and when required.
- Common areas and contact points will be cleaned regularly throughout the day by the site team
- Doors will remain open where possible to reduce contact on door handles
- End of day cleaning will be carried out in all areas in use

### Face Coverings

Current guidance states that face coverings are not required to be worn in schools if social distancing can be maintained and hands are washed frequently. Some staff may wear face coverings at break and lunch time as a reminder to students that we should stay safe and alert at all times.

Teaching, support and administration staff should be able to effectively maintain the 2 meter social distancing rule with each other and students. However, teaching assistants, by nature of their job, may be required to get closer to students to assist them. These staff will be wearing transparent face coverings and face shields to facilitate this

We anticipate there may be further guidance on face coverings during the summer so we will, of course, let you know should this happen.

### COVID 19 Procedure and Testing

If a student presents with a new continuous cough, high temperature or has a loss of, or change in their normal sense of taste or smell, they will be sent immediately to Reception who will contact home and organise immediate collection from school.

We will have a designated and supervised area where the student will wait until collection; in good weather, this will be outside. They will be monitored and supervised using social distancing unless they are too unwell in which case they will be moved to the Medical Room and an ambulance will be called. Once the student has left the site, the area (and if necessary the toilet) will be thoroughly cleaned.

**NB Anyone over 5 years displaying symptoms is entitled to apply to be tested.**

We will then follow the guidance given to us from Implementing protective measure in education and child care settings which states:

When a child, young person or staff member develops symptoms compatible with corona virus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of corona virus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Finally with regard to medical issues you can support the school by:

- Ensuring we have your up to date contact information for any changes
- Notify of changes in situations e.g. sickness
- Keeping your child at home if they are unwell.

## SEND PROVISION

KAR remains committed to high quality support for our SEND students. These students will continue to attend interventions during tutor times as identified in this document. They will also continue to receive personalised support from teaching assistants.

The teaching assistant role requires closer contact with students, in some cases less the 2 metre-rule. In order to safeguard students and staff, teaching assistants will therefore be provided with the following additional PPE: face masks with clear frontage so students can see their lips when talking and face shields.

Teaching assistants will be allocated to a single year group bubble where possible.

Class seating plans will be designed by the SENCO and Vice Principal in consultation with TAs for the supported groups of learners to identify the best positioning for social distancing and closer support contact.

Remote support using Google Meet will continue in any lessons where a student has access to a computer or chrome book building on the successful practice during the lockdown period. Please be aware of the equipment requirement to bring in a set of ear/headphones preferably with a built-in microphone facility.

Each Key Stage has a separate learning support base. For Key Stage 3 (Years 7-9) it will be in the current location (labelled LSU on the map on page 4).



This will be available as a safer space during Breaks and Lunches. The staggered lunch and break for Year 7 versus Years 8 and 9 mean that students will not be mixing across these two bubbles.

The Key Stage 4 (Years 10 and 11) base will be located in the Steve Green Building in Room S10 located on the first floor (see site map).

Independent learning (Homework) club will form a key part of our catch up curriculum and will therefore be invite-only in order to focus resources on those most in need.

Upon arrival at school SEND and vulnerable students should go to the area associated with their bubble. The learning support bases will not be available before school. Staff will be on duty in the designated arrival areas for each bubble and will check-in with students.

Unfortunately to reduce the risk of transmission in school a number of the games and more tactile resources will no longer be available in the LSU bases.

## PARENTS AND VISITORS ON SITE

We have been asked to discourage all visitors and parents from coming into school so unless you have urgent business please do not come into the school building with your child. We are able to talk with you via email or telephone if you have any concerns. There will be some events in the calendar which would usually encourage large groups of people on the site, such as Student Progress Evenings and Open Evening. The current guidance means these will have to be arranged virtually unless the guidance is changed or updated.

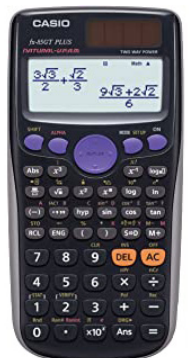
We have already held a very successful 'Digital Transition Evening' so we are looking forward to seeing how we can use Google Meet, Zoom and other online platforms to keep in touch with you.

Mrs Williams has already decided her newsletter next year will be a short film rather than an email to you all.

## EQUIPMENT

Students must ensure they come to school fully equipped every day. We will not be able to lend equipment.

- Pens: black, blue and green
- Pencil
- Ruler (one with cm and mm on it)
- Pencil sharpener
- Rubber
- Highlighter
- Coloured pencils
- Glue stick
- Protractor
- Pair of Compasses (metal are best)
- Casio scientific calculator (Casio Fx 83/85 GT or GTX are recommended)
- Headphones with mini jack or usb connector (not bluetooth)
- A reading book
- Pocket dictionary





## LOCKERS

All students will be allocated a new locker either in, or as close as possible, to their 'home room' within their bubble area. We are encouraging students not to carry their bags around the school with them, and to carry books and pencil cases for a maximum of two lessons at a time, returning to their lockers during breaks and lunch. This should be relatively easy as, for the majority of the time they will be based in a 'home room'. This is a change to the usual procedure as teachers will no longer be able to look after sets of books for their classes.



We appreciate that this will require thought and organisational skills and we will do our best to support students in this.

## BEHAVIOUR POLICY

All school rules will apply and we will continue to expect high standards of behaviour both in the classroom and during break and lunch time.



Good behaviour from every student will be essential in our plans to keep all our students and staff safe. We will expect all our students to comply with the new expectations, particularly on movement around school and remaining within their year group bubble. With this in mind we have added an addendum policy to the current behaviour policy, covering all the Corona Virus issues.

Please click on the school logo above to see all the policies on our website.

We expect full support from parents with this as we cannot and will not have individual students compromise the health and wellbeing of anyone else.

## SCIENCE

In the science department we understand the importance of practical work, and aim to remove as many barriers to pupils' experiencing practicals as possible. Practical science will be returned in a phased manner that is sustainable and safe. Students can expect:

- more recorded and live teacher demonstrations of experiments to complete practical activities when they can be carried out in a covid-19 safe manner
- to observe or complete all the GCSE required practical (KS4)



We are in the process of sourcing additional resources and laboratories to increase the capacity of the department and maximise safety. This includes, additional:

- microscopes, electrical/ circuits equipment etc.
- lab goggles, cleaning equipment
- textbooks, exercise books three reopened laboratories
- setting and IT for laboratories

The science department will be keeping up to date with the most recent guidance including:

- CLEAPSS: GL345- Guidance for science departments returning to school after an extended period of closure
- Updated guidance published in early August CLEAPSS who are currently working with DfE and other agencies reviewing the latest DfE guidance for returning schools

## DESIGN & TECHNOLOGY

KS3 students will be working in classrooms and ICT suites within their bubble. They will be following adapted schemes of work to suit the risk assessments and no access to the workshop. Lessons will include practical elements. These will be Graphic based and some use of modelling materials where possible.

KS4 will be situated in the ICT suite and the workshop in the Stephen Green Building. KS4 will be following their usual schemes of work but adapted where necessary to ensure they are COVID safe. They will be using the workshop but with strict rules in place and each student will be given their own pack of equipment that will not be shared or used by others. Each student has their own work space and will be restricted to that area. Signage, tape and painted floors will make it very clear on the expectation of the students in the workshop. With this in mind, there will be a zero tolerance approach with regards to rules in these spaces.

For year 11 it is still unknown what their GCSE will look like. Currently, the suggestion is no final piece or adapted to simple card modelling to aid more teaching time for the exam content. We endeavor to update



students as soon as we know more. On students returning from the summer, they will be going straight into their NEA project and will sit a mock paper to identify the gaps in any theory knowledge.

### Extra Curricular D&T activities

Until further notice, after-school activities for Design and Technology will not take place due to restrictions of cross year groups and bubbles. We will be constantly reviewing the situation and will adapt what we offer in school where possible to suit the current guidance.

## ART

Year 7, 8 and 9 Art students will be working in their respective bubbles in classrooms. The scheme of work will follow a similar pattern to previous years in that year 7 and 8 develop on the skills they may have learned previously. The Focus is on recording observations, colour theory, creative drawing and visual literacy. Students will develop and access independent learning skills, via the Google Classroom platform.

KS4 Art and Photography students will be working in the Art or ICT rooms. The adapted Covid-19 scheme of work will follow a similar pattern to previous years and have a blended learning expectations of working in a sketchbook, Google Slides and also in line with AQA GCSE Art and Design 2018 standards and specification: <https://www.aqa.org.uk/subjects/art-and-design/gcse/art-and-design-8201-8206>.

We hope to maintain our engaging and inspiring learning atmosphere in Art through the adapted scheme of work. Copies of our KS3 and 4, Art Curriculum Overviews will be updated on the school's website. Students will be required to follow all art health and safety guidelines.

### Extra Curricular Art activities

Until further notice, after-school activities for Art will not take place due to restrictions of cross year groups and bubbles. We will be constantly reviewing the situation and will adapt what we offer in school where possible to suit the current guidance.





## PERFORMING ARTS

### Music

Schools have been advised by the government that there may be "an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance." Therefore, we will not be participating in whole class singing unless we are able to undertake this in an outside space with more than 2m distance between students. We are fortunate to have large classrooms so any further risk will be mitigated by positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

Year 7 will be working in M01 focusing on 'Music that you Move To' in which we will learn about types of music to dance to. Students will be playing instruments which will be cleaned after each use and will only be used within the year 7 bubble.

Years 8 and 9 will be working in their 'home' classrooms using ChromeBooks to support music software such as Chrome Music Lab, Focus on Sound, and Bandlab (Year 8) and Soundtrap (Year 9). They will be learning how to use sequencing software and studying topics such as: Building up Layers and Jazz and Blues (Year 8) and the Music Industry, Music for Film and TV (Year 9). Chrome Books will be cleaned in line with the procedures outlined above.



Years 10 and 11 will be working in M02 using instruments and Chromebooks as usual to support use of music software including Soundtrap and Noteflight. The smaller group sizes mean that students will easily be able to maintain minimum distancing. Students will follow the Eduqas GCSE course as usual. Instruments and Chromebooks will be cleaned after each use. (Year 7, 10 and 11 students who are having lessons in the Music Department will wait in the corridor outside the department until the teacher arrives as is current procedure).

### Instrumental Lessons

We have been working in close contact with East Sussex Music to ensure continued provision of these valuable lessons that are safe for both students and teachers.

We have been following government advice and the Music Mark interpretation of such advice (see link below). Peripatetic teachers...can move between schools. Subject to risk assessment, 1:1 and small group tuition can recommence. Small practice rooms are unlikely to be suitable for singing, woodwind or brass tuition. If they can be satisfactorily ventilated, they may suffice for other instruments, as long as minimum distancing can be maintained at all times while preserving the tutor's view of the student.

We intend to welcome back our instrumental teachers from September as we are confident that our spacious practice rooms meet the requirements to maintain minimum distances and are well-ventilated, with windows opening out onto the car park. If parents do not wish for their children to have their instrumental lessons in school then we respect this choice and ask that you contact East Sussex Music directly to arrange an alternative provision for your child.

Our three main practice rooms will be suitable for one-to-one and small group tuition for string and keyboard instruments and will be subject to the required cleaning procedures between lessons. The rooms are also big enough for one-to-one singing, woodwind and brass lessons although any group lessons for these instruments will take place in one of the larger classroom spaces.

We will not mix students within different year group bubbles and so will ensure our instrumental teachers take account of these groups when timetabling small group lessons.

### Music Mark guidance on teaching in schools

### Dance & Drama

KS3 students will be working in the Drama studio for both Dance and Drama; this space will be cleaned between Year 7 classes and Year 8/9 classes. KS4 Dance students will be in the Dance studio and Drama students will be working in the Eco building to support the plans in place for bubbles in school. Dance and Drama will be following their usual schemes of work but adapted where necessary to ensure there is no physical contact between students.

In Drama for the use of voice, schools have been advised that there may be an additional risk of infection in environments that involve chanting or shouting. We will be ensuring students are positioned appropriately and that this is limited where possible.

### Extra Curricular Performing Arts activities

Until further notice, after-school activities for Music, Dance and Drama will not take place due to restrictions of cross year groups and bubbles. We will be constantly reviewing the situation and will adapt what we offer in school where possible to suit the current guidance. We are hoping to put on our production of 'Fame' at some point in 2021 and will base our decision on up to date guidance around keeping performers and audiences safe.



## PHYSICAL EDUCATION

Following guidance, we have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in the system of controls. Students will be kept in consistent groups, sports equipment thoroughly cleaned after use by different individual groups, and contact sports avoided.

We will be prioritising outdoor sports where possible, and indoor spaces used where it is not possible. We will be maximising the distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Changing pods will be created for students to change when required and this information will be given to each individual bubble.

We will be keeping up to date with the most recent guidance such as those stated below:

- Guidance on the phased return of sport and recreation and guidance from [Sport England](#) for grassroots sport

- Advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

In the case of bad weather conditions, pupils will be required to be in classrooms during this time and will complete some theory work either on PE or another subject; this will only be the case if we feel it necessary and will be taken as the last option. Lessons in both KS3 and KS4 are planned with social distancing in mind and minimal, if any, sharing of equipment. We will be looking at skill based activities in sports such as football, athletics/cross country events and indoor activities such as table tennis. We are currently in the process of organising a Cross-Country event to compete with other schools virtually.

Pupils who have PE period 1 will be allowed to come to school in their PE kit with the expectation that they will get changed at the end of the lesson. Pupils who have PE period 6 will be allowed to leave school in their PE kit; this will minimise the need to get changed twice in the school day.

Currently, the plan is for no extra-curricular activities to take place until we feel it is both safe and beneficial to happen.

Some of you maybe aware that we have a new 3g pitch that Ringmer Rovers will allow us to use when we are unable to play on the school field. To use the 3g pitch students are required to wear the acceptable footwear listed below.

### ACCEPTABLE FOOTWEAR FOR 3G FOOTBALL PITCH

| YES ✓   | YES ✓  | YES ✓   | YES ✓               | NO ✗                                      |
|---|--|---|---------------------|---|
| Studs (moulded)   | Plastic Studs / Screw In (screw in less than 15mm) | Blades or Boots with metal or metal tipped studs (less than 15mm) | Astro Turf Trainers | Flat Soled eg. Indoor or Running Trainers |
|   |  |   |                     |   |
|   |  |   |                     |   |
| Please make sure your boots are clean and studs are in good condition before going onto the pitch. Anyone with inappropriate or muddy footwear will be asked to leave the pitch as it damages the playing surface. Thank You. |  |   |                     |   |

## FOOD TECHNOLOGY

KS3 students will be working in classrooms and with chromebooks within their bubble. They will be following adapted schemes of work to suit the risk assessments and will have no access to practical lessons due to class sizes and space. Lessons will include demonstrations by the teacher. Independent learning tasks will be set for students to practice the skills demonstrated/taught in class.

KS4 will be following their usual schemes of work but adapted where necessary to ensure they are COVID safe. They will be using the kitchens with each student having their own work space. They will be restricted to this. Signage and tape will make it very clear on the expectation of the students in the workshop. With this in mind, there will be a zero tolerance with regards to rules in these spaces.

Students will be encouraged to bring in their own aprons or will be provided with a school one that is strictly allocated to them.



Cooler bags are going to be recommended by all GCSE students to transport their ingredients to school and for storing in the room. There will be a clear area for the cool bags to be placed at the start of the day. Access to the fridges will be limited and strictly only by the teacher or support staff.

## CONTINGENCY PLAN FOR FURTHER OUTBREAK/LOCKDOWN

Should the school be required to lockdown as part of either a national or local directive we will send students home at either the end of that day or from the date indicated by the government. We will then revert to live lessons using the google suite of applications, which the majority of students have engaged in so well this term.

Computing lessons will focus on using the google suite of applications as well as how to safely use ICT and the Google productivity applications as the first block of teaching, to ensure they are familiar and able to access these tools should there be another lockdown.

The structure of the school day will revert to the lockdown version for live lesson which is given below:

|            |   |
|------------|---|
| Tutor Time | 08:45-09:10<br>(Google meet with tutor) |
| P1         | 09.10 - 10.00                           |
| P2         | 10.00 - 10.50                           |
| Break      | 10.50 - 11.10                           |
| P3         | 11.10 - 12.00                           |
| P4         | 12.00 - 12.50                           |
| Lunchbreak | 12.50 - 13.35                           |
| P5         | 13.35 - 14.25                           |
| P6         | 14.25 - 15.15                           |

## Term Dates for Academic Year 2020/21

Final Inset day still to be arrange, it may be in September:

- *Inset days 1-2:* Thursday 3 and Friday 4 September 2020
- Term 1 starts: Monday 7 September 2020 **TBC**
- Term 1 ends: Friday 23 October 2020
- Term 2 starts: Monday 2 November 2020
- *Inset day 3:* Friday 6 November 2020
- Term 2 ends: Friday 18 December 2020
- Term 3 starts: Monday 4 January 2021
- Term 3 ends: Thursday 12 February 2021
- *Inset day 4:* Friday 12 February 2021
- Term 4 starts: Monday 22 February 2021
- Term 4 ends: Thursday 1 April 2021
- Term 5 starts: Monday 19 April 2021
- Term 5 ends: Friday 28 May 2021
- *Inset day 5:* Monday 7m June 2021
- Term 6 starts: Tuesday 8 June 2021
- Term ends: Friday 23 July 2021

## CONTACT US

You can contact the school by phone, email or post. Please do not hesitate to contact the school if you are concerned about your child's welfare or progress.

To contact the school by email: [ringmer.reception@kingsacademies.uk](mailto:ringmer.reception@kingsacademies.uk)

- To report a pupil absence –phone the attendance line: 01273 812220- option 1
- For administration (including the Principal) –01273 812220
- For individual staff e-mails – please see list on school website

The main office is open 8:00 am - 4:30 pm Monday to Thursday and until 4:00 pm on Friday.

The school website contains a wealth of key information: [www.kgaringmer.uk](http://www.kgaringmer.uk)

