



# SEPTEMBER OPENING

# INFORMATION

- All risk assessments, guidance and information can be found on the academy website.
- Support material and resources are also available on the website.
- You can contact the academy with COVID questions or queries on [help@mca.attrust.org.uk](mailto:help@mca.attrust.org.uk)

# BUBBLES

- Each Year group will be a bubble and allocated to certain classrooms in the academy. All lessons will take place in these areas and equipment will not be shared across year groups.
- Year 7 English Area
- Year 8 Maths (downstairs)/Science
- Year 9 Maths (upstairs)/Science
- Year 10 Humanities
- Year 11 MFL/Music/Drama Block
- KS5 MCA6

# START OF TERM

- Students will return over a period of days to allow for induction into the new COVID routines.
- Tuesday 1st September PD Day
- Wednesday 2nd September Sixth Form Enrolment
- Thursday 3rd September Years 7, 11 & Sixth Form Lessons Begin
- Friday 4th September Year 8 Lessons Begin
- Monday 7th September Year 10 Lessons Begin
- Tuesday 8th September Year 9 Lessons Begin

# STRUCTURE OF THE DAY

Years 7-11 will follow a two week timetable: Week A and Week B

The week beginning (Thursday) 3<sup>rd</sup> September will be Week B

## YEARS 7, 9 & 11

8:45 Students start to arrive

9:00 Lesson 1

10:40 Break

11:00 Lesson 2

12:45 Lunch

13:25 Lesson 3

15:05 Tutor Time

15:25 End of Day (Staggered)

**Sixth Form students will all follow a one week timetable with subjects as normal.**

## YEARS 8 & 10

8:45 Students start to arrive

9:00 Lesson 1

10:00 Break

10:20 Lesson 1

11:00 Lesson 2

12:00 Lunch

12:40 Lesson 2

13:25 Lesson 3

15:05 Tutor Time

15:25 End of Day (Staggered)

# CURRICULUM

All year groups will study their full curriculum

## Tutor Time (Years 7-11)

Pastoral activities with a strong focus on mental health and wellbeing and returning to school will be delivered through Tutor Time. Students will remain in their lesson 3 class for this and so will be in groups based in the same year and not vertical tutoring.

Practical activities such as PE, science practicals and DT will be amended to ensure safety. This may mean that students do not do practical activities at the start of the year. We will build these in for all year groups over the course of the academic year.

# PRACTICAL SUBJECTS

- PE will take place for all students but activities will take place outdoors where possible and equipment will be carefully selected and allocated to year group bubbles.
- Music & Drama will take place in the designated classrooms for each year group. Practical spaces will be set up for Year 7 & 8 classes in each side of the mobile classrooms.
- DT & Art will take place in the bubble classrooms for Year 7 & 8. Years 9-11 will have lessons in the specialist rooms but will have equipment allocated to them and where equipment must be shared enhanced cleaning will be in place.
- IT rooms will be used for all year groups but a cleaning procedure at the start/end of lessons will be in place as well as enhanced cleaning throughout the day.
  - Cleaning of keyboard, mouse and chair with wipes at the start/end of each lesson

# CLASSROOMS

- Every classroom will have:
  - Sanitiser
  - Wipes
  - Tissue Dispensers
  - Closed lid bins
- Anyone entering a classroom will sanitise on entry.
- Students must use external doors for entry/exit to all classrooms. Where this is not possible they must take the most direct route and not stop to talk to others. Social distancing must be maintained on corridors as much as possible.
- Students will sit side by side and face forwards. In IT rooms where this is not possible Perspex screens will be used.



# EQUIPMENT, HOMEWORK AND FEEDBACK

- Students must have their own essential equipment (blue/black pen, green pen, ruler, pencil, rubber, sharpener and calculator)
- Where possible homework will be set using web-based resources
- Work that teachers will give feedback on (including assessments) will be completed on paper, handed in and held for 48 hours before being marked. It will then be held for 48 hours before being returned.
- Students will stick work in their books and place assessments in their folders.
- Students will receive feedback twice per half term, once on classwork and once on their assessment. (once for subjects only seen once once per week)

# UNIFORM

- Students are expected to wear full uniform each day.
- On days that students have a practical PE lesson they must wear MCA PE Kit. Students will not be able to change in the academy.
- Students will not be able to borrow uniform on a daily basis so it is vital that any uniform issues are resolved. The House Office can be contacted to assist with this and Mr Goodenough is available to discuss financial assistance with all families, not just those in receipt of Free School Meals.

# BREAK AND LUNCH TIME

- Break and lunch will be staggered.
- Students in receipt of FSM will not get a ticket, they will simply give their name at the counter. Staff will have a list and picture of students for confirmation.
- Provided the weather is dry students will take their break/lunch on the field in an allocated area. Year 11 behind the MFL block, Years 7 & 10 the left hand side, Years 8 & 9 the right hand side. Areas will be marked out by paint.
- There will be a one-way system in operation for using the canteen.
- Year 11 will get their lunch from the snack shack.
- All food will be provided in a take-away capacity.
- In the event of wet weather/extreme cold students will need to take their lunch in classrooms.
- Toilets will have enhanced cleaning throughout the day. Students should wash their hands before and after using the toilet.

# FIRST AID

- First Aid will be based at reception.
- Students will be supervised in isolation if their illness involves any COVID 19 symptoms. One student in the medical room and then quarantine areas are the boys and girls PE changing rooms. The windows/doors will be open.
- Parents/carers will be contacted, and the student will need to be collected immediately.
- Advice on what to do will be offered at the time and through our Risk Assessments (all available on the website ahead of September's return).
- All staff carrying out First Aid will use PPE, where possible students will self-administer under supervision.

# HEALTH AND SAFETY

- Risk Assessments in place (see website)
  - General
  - Vulnerable staff/students
- PPT covering key points from ATT Estates (see website)
- PPT covering localised arrangements from MCA (this)
- Enhanced cleaning
  - All touch points (reception doors on corridors) will be cleaned throughout the day.
- Sanitising stations in every classroom
- 2m area around each teachers desk marked out
- Bubbles – student groupings and equipment
- PPE/First Aid arrangements

# TRANSPORT/ARRIVING AT THE ACADEMY

- Students should have received their bus pass and pick up information already.
- There is no need to wear masks but students will be asked to sit in year groups to minimise contact outside of year group bubbles.
- Where parents/carers can drop off & collect their child they should.
- Parents/carers can drop off in the morning but must make arrangements to collect students off site at the end of the day to allow easy access for the buses.
- Students walking to the academy should time their journey to arrive no earlier than 8.55am.
- All students must make their way to their first classroom using the outside doors on arrival in the academy.
- Students will be released at the end of the day at staggered intervals to avoid congestion.
- Social distancing must be observed when walking to/from the academy.

# TRACK & TRACE

- A full risk assessment and flow chart is in place for track and trace.
- Available on the website.

# EXPECTATIONS

- Behaviour expectations will remain to ensure highly effective learning environments for all. This will be balanced with support for returning to the academy. Detentions will be temporarily replaced with intervention involving contact with and support from home.
- The behaviour policy and addendum are available on the website.
- Seclusion – will be based across two rooms with (Perspex) screens used to separate year groups. Years 9-11 in the Seclusion Room, Years 7&8 in the Inclusion Room (Rm 9)
- The Home-Academy agreement is in place as well as a COVID addendum specifically relating to health and safety.



# SUPPORT

- Tutor programme will focus on mental health & wellbeing and returning to school after the lockdown period.
- SKL will also focus on this.
- Pastoral staff will be available and check on students.
- Clinical Psychologist – workshops & sessions (when they are able to return from supporting the NHS).
- Bespoke support for individuals and families as identified or requested.
- Financial support for uniform, equipment and food packages.
- Resources are available on the website to support parents/carers and students.
- Parents/carers can contact the academy by phone or email at any time.