



CRAWSHAW ACADEMY

START OF ACADEMIC YEAR 2021-2022: GUIDE

September 2021

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Introduction

Dear Parent / Carer,

The start of the coming academic year arrives at a time where we are undoubtedly in a period of transition relating to Covid-19. 'Step 4' marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. The government state that: "as COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September".

Our priority is to deliver face-to-face, high-quality education to all pupils working within the government guidance that applies at any one point in time. This booklet is to provide parents and students the key information relating to our plans for re-opening for the new Academic year and I hope it will help you to understand how school will operate within the required parameters.

There are some aspects of the changes that we made during the academic year 2020-2021 that we are keeping in September. For some aspects this is because we feel that it has improved the school climate for staff and students. For others it is because it allows us to 'step up' measures if required, even if we have made some tweaks and adjustments to how we operate within these structures.

When school reopens, as you would expect, we will be providing a full curriculum with no reduction in teaching time. We will be updating, approving and communicating our risk assessments and putting in place all the control measures expected of us.

The Government has made clear that attendance will be mandatory for all pupils. This means **all children are expected to return to school**.

Please read this booklet carefully so that your child knows exactly what to do, where to go and what is expected of them upon their return. We hope that all the information you require is set out clearly for you to go through. We will use the 'Induction time' for each year group on their first day in school (the day after their initial LFD test) to go through this information with them.

If, after reading the information, you have any further questions then our communication details are at the end of the booklet.

We are hugely excited to see everyone again in September. A new school year always provides the opportunity for a fresh, positive and purposeful start, supporting students to **'Strive for Success'**.

Kind regards

Robin Ghosal

Associate Principal

SECTION A: COVID-19 RELATED MATTERS

Mixing and 'Bubbles'

The DfE are no longer recommending that is necessary to keep children in consistent groups. Assemblies can resume and we no longer need to make alternative arrangements to avoid mixing at lunchtimes. However, as indicated elsewhere, we have chosen to still separate year groups at break and lunchtime.

Tracing close contacts and isolation

Close contacts of positive cases of COVID-19 will now be identified via NHS Test and Trace.

Schools are no longer expected to undertake contact tracing.

NHS Test and Trace will identify close contacts of positive cases of COVID-19 by working with the positive case and/or their parents. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Children aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.

They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Face coverings

It is no longer recommended that that students and staff wear a face covering in classrooms or communal areas.

Of course, staff or students may choose to wear a face covering on corridors or communal areas. If they do so, the expectation is that they supply their own and be responsible for wearing and storing them appropriately and cleaning or replacing them as required.

Face coverings must be plain or with a very simple pattern.

However, there are circumstances where face coverings would be recommended and re-introduced, for example if there is a substantial increase in cases of COVID-19 and we are advised to do so by Public Health England (*see stepping measures up and down*).

Face coverings should continue to be worn if a student travels by public transport or a school bus.

Stepping Measures up and down

We will have contingency plans (also known as outbreak management plans) outlining what would be done if pupils or staff test positive for COVID-19, or how we would operate if we were advised to take extra measures to help break chains of transmission. **As such, it is vital that parents keep us informed as to any positive test result that a student may return** so that we can track any positive cases. This can be via the covid@ca.rkft.co.uk email address.

System of Control Measures

We will have in place the following control measures as outlined in the government guidelines:

- 1) **Ensure good hygiene for everyone. Hand hygiene:** frequent and thorough hand cleaning should now be regular practice. We will continue to encourage students and staff to clean hands frequently including using alcohol-based hand sanitizer. This will include every time they enter the building or a classroom and when leaving school. **Respiratory hygiene:** The 'catch it, bin it, kill it' approach continues to be very important and tissues and lidded bins are provided in all classrooms.
- 2) **Maintain appropriate cleaning regimes** including regular cleaning of areas and equipment with a particular focus on frequently touched surfaces
- 3) **Keep occupied spaces well ventilated**
- 4) **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19** (see below)

Public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

Students, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). **They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19** (for example, they are required to quarantine).

If your child develops [COVID-19 symptoms](#) in school, however mild, we will send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

The household (including any siblings) should follow the [PHE stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Asymptomatic Testing

Testing remains important in reducing the risk of transmission of infection within schools. As pupils will potentially mix with lots of other people during the summer holidays, all

secondary school pupils will be offered two on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. The days for Test 1 are shown in section B but please refer to the separate email you have received about the specific timings. Test 2 will be done during the school day. Should there be a positive result from the LFD test, we will contact parents and the student should get a confirmatory PCR test (see below).

Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed by the government. The results of the tests should be logged on the NHS website and on Arbor for our school records.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to get a free [PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Visitors

Please note that for the safety of our staff and students, access onto the school site will be very restricted. As such, we will **not allow visitors or parents onto school site** except in very exceptional circumstances. These will be arranged and agreed in advance should it be deemed necessary by us.

SECTION B: SCHOOL STRUCTURES

The first week back (w/c Monday 6th September)

We have planned for a **phased** start to the year in order that we can undertake the two Lateral Flow Device tests as requested by the government. Below is an overview of the return dates and times for different year groups.

Monday 6th September 2021	
<i>Staff Training Day</i>	
Year 7	Lateral Flow testing on school site (by appointment from 12.00 pm)
Year 8	Not in school
Year 9	Not in school
Year 10	Not in school
Year 11	Not in school
Post 16	Year 12: Lateral Flow testing on school site (by appointment at 2.50 pm) Year 13: Not in school

Tuesday 7th September 2021	
Year 7	Welcome to Year 7 (day 1) (in school for the full day - 8.30 am-2.55 pm)
Year 8	Not in school

Year 9	Not in school
Year 10	Lateral Flow testing on school site (by appointment)
Year 11	Lateral Flow testing on school site (by appointment)
Post 16	Not in school

Wednesday 8th September 2021

Year 7	Welcome to Year 7 (day 2) (in school for the full day - 8.30 am-2.55 pm)
Year 8	Lateral Flow testing on school site (by appointment)
Year 9	Lateral Flow testing on school site (by appointment)
Year 10	Welcome back: meet the form tutor, go through expectations and procedures (in school for part of the day): 10.15 am - 12.15 pm (part-day)
Year 11	Welcome back: meet the form tutor, go through expectations and procedures (in school for part of the day): 8.55 - 11.00 am (part-day)
Post 16	Year 12: Induction Year 13: UCAS students meet at 11.00 am

Thursday 9th September 2021

Year 7	Welcome to Year 7 (day 3 (Lessons 1 and 2 only). Normal timetable from Lesson 3 onwards LFD Test 2 by appointment through the afternoon (In school for the full day - 8.30 am-2.55 pm)
Year 8	Welcome back: meet the form tutor, go through expectations and procedures (in school for part of the day): Lessons 1 and 2 Normal Timetable from Lesson 3 onwards (In school for the full day - 8.30 am-2.55 pm)
Year 9	Welcome back: meet the form tutor, go through expectations and procedures (in school for part of the day): Lessons 1 and 2 Normal Timetable from Lesson 3 onwards (In school for the full day - 8.30 am-2.55 pm)
Year 10	Key Stage 4 Induction activities: Lessons 1 and 2 Normal Timetable from Lesson 3 onwards (In school for the full day - 8.30 am-2.55 pm)
Year 11	Key Stage 4 Induction activities: Lessons 1 and 2 Normal Timetable from Lesson 3 onwards (In school for the full day - 8.30 am-2.55 pm)
Post 16	Year 12: Induction and LFD Test 2 by appointment Year 13: Not in school / LFD Test 1 by appointment (3.00 pm)

Friday 10th September 2021

Year 7	Normal school opening
Year 8	Normal school opening
Year 9	Normal school opening
Year 10	Normal school opening - LFD Test 2 by appointment during the school day
Year 11	Normal school opening - LFD Test 2 by appointment during the school day
Post 16	Year 12: Induction Year 13: Not in school

Post 16 subject lessons will begin on Monday 13th September for both Year 12 and 13

How the day will work: A) Before and After School

Travelling to school

Students who live close enough to walk or ride a bike into school safely should do so.

To support student safety, students who will be driven to school should, ideally, be dropped off and picked up at the Kent Road gate. Parents will not be allowed to drop students off inside the school grounds (unless in the case of a specific, provided, medical pass – see later)

Start of the Day

To support our entrance to the school site, students will be welcomed into the school building as a Year Group at the times indicated below.

The pedestrian school gates will open at 8.10am. Staff will welcome our students on to site every morning and will be positioned around the site and in the school building to ensure student safety.

The information below applies to Years 7-11.

- **Gates open at 8.10 am** and students enter school in priority group order (7,8,9,10,11) ahead of the start of their school day at **8.30 am**
- Students should **enter the school site/gates at the time shown below. They will be directed into the school building in year group order.**
- Students **who access via the main school student entrance.** From the main entrance they will follow the one-way system to their form rooms ready for an 8.30 start.
- If accessing from the **Kent Road gate**, students should use the most appropriate door to allow them to access the one-way system for their form room.

Year Group	Time to be at the school gates
YEAR 7	8.10 am
YEAR 8	8.14 am
YEAR 9	8.18 am
YEAR 10	8.22 am
YEAR 11	8.25 am

Post 16:

Post 16 students should access the school building via the main student entrance and do not need to follow a specific time slot.

Cars entering School site / Students entering through Main School Reception

At the start and the end of the day, a very small number of our students need to be dropped off at the bottom of the school drive and/or access school through the main reception area. **If your child is included in this group, you will be contacted to discuss this.** If it is required that you must drive onto the school site, you will be provided with a pass to show the member of staff at the top gate.

Lateness

The school gates will be locked at 8:40. Any student arriving after this time will need to access the school building via the main student entrance, following the social distancing signage and wait to be signed in to school by a member of staff. Students will then make their way to their lesson. Students that are late to school will be issued with a same day lunch detention.

End of the Day

School will finish at 2:55 pm for all Year groups (unless, for example, Year 11 have an after-school session or any other year group have an after-school detention, twilight lesson or extra-curricular club).

- Students should leave school site via the closest exit point following the one-way system – this will be determined by the location of their final classroom (*please see later section on 'Movement around the school premises'*)
- Staff will be positioned in school and at key outdoor points to ensure student safety.
- Students will be expected to leave site immediately and not gather in groups at the school doors.

How the day will work: B) The School Day

The timetable

The day is organised so that every year group (7-11) start their day with a check in with their Form Tutor. Post 16 will have separate Coach meetings.

The day allows year groups to have their break and lunch within their year group cohort. There will be up to one other year group on Break or Lunch at the same time.

Year groups will have different break and lunch times; for Year 7 this will be within Periods 2 and 4 whilst for all other year groups they will be either before or after Periods 2 and 4.

There will be a 5-minute **movement time** built in between each Period. This is to provide time for students to transition around the school site, following the one-way system, without losing any learning time. Periods will continue to be 60 minutes long except for Period 5 which will remain at 55 minutes.

Below is a copy of the main school day for September 2021:

RED = Bell	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	POST 16
8.30	Tutor time (8.30 - 8.55)					
8.55	PERIOD 1	PERIOD 1				
9.55	MOVEMENT TIME (5 mins)					
10.00	PERIOD 2 A	BREAK - 15 mins	PERIOD 2	BREAK - 15 mins	PERIOD 2	PERIOD 2
10.15		PERIOD 2		PERIOD 2		
10.30	BREAK - 15 mins					
10.45	PERIOD 2 B					
11.00		BREAK - 15 mins		BREAK - 15 mins	BREAK - 15 mins	BREAK - 15 mins
11.15	MOVEMENT TIME (5 mins)					
11.20	PERIOD 3	PERIOD 3				
12.20	MOVEMENT TIME (5 mins)					
12.25	PERIOD 4 A	LUNCH - 30 mins	PERIOD 4	LUNCH - 30 mins	PERIOD 4	LUNCH - 30 mins
12.55	LUNCH - 30 mins	PERIOD 4		PERIOD 4		PERIOD 4
13.25	PERIOD 4 B		LUNCH - 30 mins		LUNCH - 30 mins	
13.55	MOVEMENT TIME (5 mins)					
14.00	PERIOD 5	PERIOD 5				
14.55	END OF THE SCHOOL DAY					

Breaks, Lunchtimes and Catering

For break times, each year group will be able to purchase food to eat in the main school Canteen. The space within the Canteen will be divided so that students from a year group can sit together if there are two year groups on at the same time. The year group(s) have the use of designated outdoor areas focused on the tennis courts area that can be used for ball games and socialising. These will be explained on return to school. Students must remain in these areas as other year groups are still being taught during Periods 2 and 4. Should we need to separate the tennis courts by year group through Covid control measures then we will do so.

These areas will be supervised by the leadership team, pastoral team and our catering team to ensure student safety and to help students understand where they can and cannot go.

Movement whilst on the school premises

There is a one-way system around the school premises to support the safe and calm movement of staff and students around the site. The One-system is the same as was in place during 2020-2021; students will be reminded of the routes during their Induction day.

The route will be clearly marked using floor signage to denote the correct direction to go:



Accessing the school building in the morning:

From the main school drive:

Students **will access the school building via the main school student entrance and follow the one-way system as appropriate.**

From Kent Road:

If the form room / Lesson 1 room is in Science, English, Maths, IT, Art, Health and Wellbeing, Music, Drama – please enter school via the Quad or the Short Science corridor external door (the English corridor external door is one-way, exit only).

If the form room / Lesson 1 room is in Humanities or the Strive Block, please enter via the external door by HU2.

Exiting the school building in the afternoon:

To the main school drive:

From the Upper Science corridor (SC4-SC9), Art, IT, Food, Design – please exit using the Technology corridor external door (*students should follow the pedestrian path to the bridge*). All other areas should follow the one-way system and exit from the student entrance.

To Kent Road:

Follow the one-way system to leave by the nearest external door towards Kent Road.

A key aspect of the system working correctly is for students to proceed to their destination, whether that be a classroom for their next lesson or communal area for break and lunch times, as quickly and safely as possible.

Curriculum

Subjects and learning

We will be delivering a **full** curriculum to all year groups in line with our planned curriculum structure. This means that Years 7 & 8 will access the full curriculum, Year 9 will be able to begin their Applied Learning Specialism and Years 10 and 11 will study their core curriculum alongside their allocated Option subject choices. Post 16 subject choices will continue to be delivered and accessed in partnership with Co-op Academy Priesthorpe.

To enable all students access to a broad curriculum, lessons are being delivered in specialist classrooms and so students will move around the school to access these (as normal).

Remote Education

Where a student is unable to attend school due to COVID symptoms, we will be offering access to remote education. In September, Year 7 students will receive a full induction in the use of Microsoft TEAMS which will be the main platform for homework and remote education. Other students will receive a reminder of how to access and navigate the TEAMS site. Your child's teachers will share the work for the day via a Microsoft Teams Assignment.

Plans for PE

PE will continue to be delivered for every student in Years 7 to 11. Students will need full PE kit for every PE lesson including their coaching kit if they are excused.

Extra-Curricular Offer

Extra-curricular activities will be offered, and students will be provided with details of these during the term.

Trips

Trips are now able to run but within certain guidelines. As appropriate, parents will be communicated with regarding recording consent (which will be via Arbor) and providing additional information as required.

Assessment, Reporting and Exams

We will be following our regular assessment and reporting calendar. Students will have formal assessments in each subject as appropriate to the subject. Student monitoring reports will follow the usual cycle.

Subject Parents' Evenings will be conducted via School Cloud (remotely). However, there will be some evenings, for example Information Evenings and Study Evenings, where we plan to welcome parents onto school site. Ahead of each evening, information will be provided which will explain the approach.

The current advice is that external exams for Years 10, 11, 12 and 13 will take place as normal throughout the year. This is what we are planning for. We are aware, however, that as with 2020-2021, things can change through the year, and should this be the case we will communicate with parents and students as appropriate.

Behaviour for Learning

We have made some changes to our BfL procedures this year. Below is a summary of some of the key points of our Respectful Relationships and Behaviour policy. **Please note that all Behaviour for learning information will now be communicated to Parents via Arbor (the Parent Portal and/or Arbor App).** ClassCharts is no longer being used.

Rewards

Reinforcing our core values of Excellence, Purpose and Ambition is key to our approach.

- a) **Character (Whole School)** - Any member of staff can reward a student for showing good character. Students will be awarded a postcard and this is recorded in the planner. Postcards will be presented in Curriculum for Life lessons (Friday, Week B). Once a student has a set of postcards they will be awarded a badge for their blazer.
- b) **Academic and Effort (in Lessons)** - Each subject has chosen the rewards a student can earn and how they get them. A student will not get a reward unless they have done something well and worked hard. An example of a visual reward may be stamps in the planner.

If something goes wrong

To help support our expectations, should sanctions be required, they will apply as follows:

- **Stage 1:** detentions will be 15 minutes at lunch (for that year group) (for example late to school, missing equipment, incorrect uniform)
- **Stage 2:** detentions will be 30 minutes after school – maximum of 2 per night (1 hour total)
- **Stage 3:** 2 units in the BfL unit and a social time.

Failure to attend detentions/BfL will result in an upscale to the next level of sanction

The rules on mobile phones remain unchanged, in short, they should not be seen or heard within the school building and are only allowed to be used outdoors at break and lunch.

Uniform

Students will always be expected to attend in full uniform. The school rules for jewellery and make up remain unaltered. The only permitted item of jewellery is one stud earring in each ear. Make up should be discreet with only clear nail varnish allowed. False nails are not appropriate for school. Long hair should be tied back. Dyed hair should only be natural colours.

As with all our school expectations, failure to meet these standards will result in a Stage 1 detention.

Coats must not be worn inside the building.

In bad weather students may walk to school in different footwear but must have the correct shoes on when inside the school building. Please note that trainers are not permitted. For full details please see our website:

<https://www.crawshawacademy.org.uk/About-Us/School-Uniform/>

Equipment

Students will not be able to borrow or share equipment. Students **must** bring with them each day:

- A small bottle of hand sanitiser (*to supplement the handwashing and hand hygiene procedures in school*)
- A coat
- A bag
- Their planner
- A reading book
- A pencil case
- x3 black biro

- x3 pencils
- A green pen
- A highlighter
- A whiteboard pen (**not** a permanent marker)
- A ruler
- A rubber
- A compass
- A protractor
- A glue stick e.g. pritt stick
- A basic scientific calculator
- Headphones to use with PCs
- PE kit (on PE days)
- A clear plastic bottle with water only.

Coloured pencils will be required for several subjects and, as such, we request that students bring their own wherever possible.

Attendance expectations

School attendance is mandatory for all pupils of compulsory school age. 100% attendance at school is vital to ensure the wellbeing of students and to support them make good progress. The Government and Crawshaw Academy are expecting all students to return to Crawshaw in September. We will need your support as parents and carers to ensure this happens.

Where a child is unable to attend because they have a confirmed case of COVID-19 they will be recorded as illness. Where is required to self-isolate or quarantine because of COVID-19 they will be recorded accordingly.

Should your child be too ill to attend school, please contact us on the first day of absence before 8:30am detailing symptoms of illness. You may be asked to provide evidence for the absence to be authorised.

Email: attendance@ca.rklt.co.uk

Phone: 0113 5323810 option 0

Pastoral Support

Students will see their form tutors once a day at the start of the day and will also have access to their Year Manager in their dining space at break and lunch time. They can make an appointment at this time if they need a more private conversation and the Year Manager will arrange this. Students can also email their Year Manager. Students will not be able to access the Year Managers' office other than by appointment.

If you need to speak to a member of the pastoral team, this will need to be done via email or telephone - we will not be able to accept visitors into school.

Safeguarding

All our staff in school have completed up to date safeguarding training. We also have a team of Designated Safeguarding staff led by Mrs Finley, Assistant Principal, Designated Safeguarding Lead (DSL). Our safeguarding processes will run as normal.

Final words

It is appreciated that this booklet contains a lot of information, but we hope that it helps outline the key points for both students and parents to help make our return in September as successful as possible.

We are very much looking forward to the start of the new academic year. We are excited to warmly welcome our new Year 7 students for the first time alongside meeting and greeting our current students back into the building. Although some of our processes and procedures have been adjusted from last year, many remain the same.

We are ready to resume our journey to **'Strive for Success'** together.

A reminder that you can contact us by email during the remainder of the school holidays. Please note that although we will endeavor to respond quickly to emails, this may not always be possible:

covid19@ca.rklf.co.uk for questions relating to Covid matters; for example, specific questions over September reopening.

info@ca.rklf.co.uk for all other matters.