



Buckler's Mead
ACADEMY

1 St. John's Road,
Yeovil, Somerset
BA21 4NH
Tel: 01935 424454
office@bucklersmeadacademy.com
www.bucklersmead.com

Educating with care to succeed

ML/DJS

16 July 2020

Dear Parents/Guardians

I hope that this letter finds you and your families well. Buckler's Mead Academy is pleased to be able to publish our plans for re-opening in September. The attached document contains key information about our curriculum, the academy day and logistics to guide you and your child/children in September. This plan is based on current DfE guidance. As guidance changes and is updated we will update our plans accordingly and keep you updated as much as possible. This information will be available via our social media accounts and website.

Students in Year 7 will return to the academy on Monday 7 September for their induction day and all other year groups will begin the term on Tuesday 8 September. It is our expectation that all students will return wearing full school uniform as detailed on our website. If there are any issues relating to obtaining these items, please contact the academy to discuss and we will work together to find a solution.

I would like to take this opportunity to thank you as parents/guardians for your support during these times as well as the hard work and dedication of the students and staff. In difficult times, the mark of a community is its ability to work together and support one another. I am exceptionally proud of how the community has responded to the challenges posed by COVID-19, as well as everyone's contributions. I know that this will continue as we start to go back to some form of normality.

I hope the information provided in this document provides you with clear guidance on how we intend to reopen in September. Nevertheless, if you have any further questions or concerns that you wish to raise please email office@bucklersmeadacademy.com. We will collate all responses and post answers on our website to frequently asked questions or make contact should it be necessary to do so. We will also endeavour to keep you updated with any other changes that are relevant to the return to school in September.

Once again, I would like to thank you for your continued support of the academy and wish you all a relaxing and enjoyable summer break. We are looking forward to welcoming all students back in September and continuing our work in partnership to support them moving forward.

Yours sincerely

MARK LAWRENCE
Acting Headteacher



Acting Headteacher: Mr M Lawrence BSc Hons.

Buckler's Mead School trading as Buckler's Mead Academy. Registered in England & Wales

Registered Office Address: 1 St. John's Road, Yeovil, Somerset, BA21 4NH. Company No 07697504

Re-opening of Buckler's Mead Academy from September 2020

Following the guidance released by the government for the re-opening for all students in September we have been developing our plans and are now able to give you the following important information.

Timings

Due to the number of students arriving and departing the site, we will stagger year groups so that **Years 7 and 8 arrive between 08:20 and 08:30** and **Years 9 -11 arrive between 08:35 and 08.45**. Students will enter the site and be directed to a designated registration area by staff where they will be collected by their tutors and registered. All students must arrive and depart from the academy via the bottom gates leading off St John's Road and Givele Close.

The first day of term for Year 7 is Monday 7 September; during which time we will run a series of induction activities and support students to understand the new systems and routines they will be experiencing. Students in other year groups will be returning on Tuesday 8 September. All students will be required to wear school uniform from the start of term.

Arrival on site

We request that all students arrive and depart from the academy via the bottom gates/front entrance. Upon entry, students will be directed to their registration areas via set routes. Parents wishing to drop students off in the car park are able to do so.

The designated registration areas are as follows:

- | | |
|---|--|
| • Year 7 – New Hardcourts | Arrival 08:20 – 08.30 and Depart 14:40 |
| • Year 8 – New Tarmacked area behind the main block | Arrival 08:20 – 08.30 and Depart 14:45 |
| • Year 9 – Tennis courts | Arrival 08:35 – 08.45 and Depart 14:50 |
| • Year 10 – The Quad outside the Science Block | Arrival 08:35 – 08.45 and Depart 14:50 |
| • Year 11 – The Rugby/Football pitch (front field) | Arrival 08.35 – 08.45 and Depart 14.40 |

Students will be expected to line up in their tutor groups in alphabetical order before being taken by their tutor into their teaching zones (see below) and allocated form rooms.

Year Coordinators as well as members of year teams will be present throughout registration periods and upon arrival to support students. They will also make themselves available in the year group teaching zones (details below) along with other members of pastoral support staff during the day so that students will have access to a member of staff should they need to raise an issue. Similarly, we have increased the number of contact times students will have with their tutor to support them as they move through the day. We would ask that parents continue to make contact with their child's tutor and Year Coordinator during this time, should they have any issues or questions.

The School day

We ask that in line with DfE guidance, students limit the amount of items they bring on to school site. Items should be restricted to essential items such as bags, stationery, hats, coats and books. Mobile phones should continue to be 'not seen and not heard'. Unnecessary sharing of equipment and items should be avoided, and students should try to make sure they are organised, bringing everything they need for each day.

The structure of the school day has had to be adapted to allow for staggered breaks and lunch times and will include a morning and afternoon form time. The usual planned tutor time activities and 'Read to Succeed' will apply, including live assemblies via video link. The structure of the day is detailed below:

	Timings of the Day	Year 7	Year 8	Year 9	Year 10	Year 11
Arrival	8:20 - 8:30	Go to the New Hardcourt areas	Tarmacked area behind main block			
	8:35 - 8:45			Go to the Tennis Courts	Go to quad	Go to the bottom playing field
Registration	8:30 - 8:45	Collected from designated registration areas and taken to registration rooms				
Session 1	8:45 -9.35	Lesson One				
Session 2	9:40-10:30	Lesson Two				
Tutor Time	10:30 -10:50			Y	Y	Y
Tutor Time	10:45 - 11:05	Y	Y			
Break 1	10:30 - 10:45	Area 3	Area 2			
Break 2	10:50 - 11:05			Area 1	Area 2	Area 3
Session 3	11:05 - 11:55	Lesson Three				
Session 4	12:00 -12:50	Lesson Four				
Read to Succeed	12:55 - 13:20	Years 9-11				
Read to Succeed	13:15 - 13:40	Years 7-8				
Lunch 1	12:55 - 13:15	Area 3	Area 2			
Lunch 2	13:20 - 13:40			Area 1	Area 2	Area 3
Session 5	13:45 -14:35	Lesson Five				
Departure	14:35	Return to tutor bases for registration				
	14:40	Year 11 and Year 7				
	14: 45	Year 8				
	14:50	Year 10 and Year 9				

In order to maintain social distancing within year group ‘bubbles’ it is important that students are taught in zones of the academy and do not mix with any other year groups. To achieve this, classes will be taught in the zones below. Within these areas the normal timetable will apply as closely as possible. Between each lesson, students will be taken out to their registration area where they will line up in form groups before being collected by their teacher and taken to the allocated classroom.

Teachers will move around the school site to ensure subject specialists are delivering lessons according to the timetable.

		YEAR GROUP
Zone 1	New Humanities Block (formerly Maths)	Year 7
Zone 2	Main Block (MM2-4, MG5, MG6 and DT7)	Year 8
Zone 3	Main Block (MM1 and Top Floor)	Year 9
Zone 4	Science Block	Year 10
Zone 5	New Maths Block (formerly Humanities) and PD rooms (MA6 and 7)	Year 11

Students will be issued with new timetables in September, detailing the subjects and rooms for this arrangement. Once we are able to resume a normal timetable these will be updated.

Due to the amount of staff movement students will be expected to keep their exercise books with them, unless they have been requested for marking. Tutor rooms will be available for students to leave some books and equipment at the end of the day.

Hand sanitisers will be available outside every teaching room. Students **MUST** sanitise their hands upon entry and exit of each room. Cleaning equipment will also be available in each classroom for use during the day. In order to follow the government guidance, classrooms will be arranged with rows of desks facing the teacher who must remain at the front of the class and at least 2 metres from the students at all times. Every room will be clearly marked to indicate the 2-metre gap that must be adhered to. In addition, staff will attempt to seat students according to a seating plan and it is our expectation that students sit in the allocated slot they are given.

PE is currently on the timetable for September and lessons will take place according to guidelines. In the first week students will only be expected to bring trainers and not full PE kit. This will allow our PE team to go through rules and expectations. From the second week onwards, all lessons will take place in full PE kit. On the days when your child is timetabled for PE, they should wear their PE kit to school. All PE lessons will take place outdoors except days when there is inclement weather. During such times, students will either have lessons in the hall (where possible) or participate in classroom-based lessons where they will study themes and theory in Physical Education.

Each year group 'bubble' will be allocated their own toilets to prevent students from different year groups mixing. These will be cleaned on a regular basis throughout the day. Each year group will also be allocated a social space for break and lunch time (see break and lunchtimes below). Students will not be allowed out of these areas other than in exceptional circumstances. Students in receipt of SEND support may be extracted to work in the Student Support Base, but they will remain in year groups rather than mixed groups.

At Key Stage 4 we have allocated specific classrooms for practical subjects, so that groups of students in Years 10 and 11 will have access to these rooms when timetabled as directed by and under the supervision of specialist staff. We will also try and provide IT rooms for subjects where it is possible do so. Regrettably this will limit the amount of practical and IT work we can deliver in Key Stage 3, but we will do our best to ensure some level of work over the course of the year.

Break and Lunch times

Break and lunch times for students will be spent in an allocated social area for each year group. No food or drink will be available from the canteen during morning break. Students can bring their own

water and snacks, but some water will be available in each of the teaching zones throughout the day. We will provide limited access to the canteen in the form of a cold meal and this will be ordered each morning with the form tutor. Once names have been collected, meals will be prepared and named ready for delivery to the social areas at lunch time. We would encourage students to only use the canteen for meals if absolutely necessary, or if in receipt of Free School Meals. There will be no facility to top up 'Wisepay' accounts on the academy site. All top ups should take place online and any payments should be made by parents via our website. <https://www.wisepay.co.uk/store/generic/template.asp?mID=182073&ACT=nav>

Behaviour

In order for students to learn, everyone to remain safe and these arrangements to work effectively, high standards of behaviour are essential. Students should consistently follow our 3 Rs: Ready, Responsible and Respectful. We cannot afford to lose any precious teaching time following the prolonged absence. Students will be supported but will also be expected to take responsibility for their actions when we return to the academy. Anyone who puts the safety of another member of our school community at risk by not following government guidelines will receive appropriate consequences including being sent home if required. We are adapting our new behaviour policy in September to take account of the new arrangements. This will include changes to detentions, Internal Exclusions and consequences for poor behaviour (further information to be released in September). Students will be informed about these arrangements when they return.

End of the day

At the end of the last lesson of the day, the class teacher will escort the class to the designated registration area (as per arrival to school) and they will be expected to line up in their forms. Students will be taken back to form rooms for a final registration before being dismissed. During this time, students will be able to leave any books or equipment in form rooms that they do not need to take home. Students will then be dismissed at the designated time. Arrangements will be made for students to receive 30-minute detentions within bubbles (more information on this will be provided in September).

Parents' Evenings

Under the current social distancing guidelines, it will not be possible to run Parents or Tutor Evenings in the usual way from September. We are currently developing plans to facilitate these events through virtual platforms moving forward. More details on this will be released in the autumn term.

Attendance (The following information is from the DfE)

In March when the coronavirus (COVID-19) outbreak was increasing, the DfE made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. The DfE have said that all school attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- *parents' duty to secure that their child attends regularly at 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*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. If this is the case, please contact the academy to inform us as soon as possible.

Student wellbeing and support

We understand that some students may be experiencing some anxiety, worry or low mood in response to the coronavirus (COVID-19). Others will not be experiencing any challenges and will be keen and ready to return. As students reintegrate after such a long period away we will be on hand to support them in rebuilding friendships and deal with social interactions, to address and equip students appropriately so that they can respond to issues linked to coronavirus, and support students with approaches to improving their physical and mental wellbeing. If you wish to inform us of any coronavirus related family circumstances specifically, please contact the relevant Year Coordinator listed below:

YEAR GROUP	NAME
YEAR 7	YEAR 7 CO-ORDINATOR – JON DAVIS
YEAR 8	YEAR 8 CO-ORDINATOR – VINCE HOWARTH
YEAR 9	YEAR 9 CO-ORDINATOR – ROBERT PICKERING
YEAR 10	YEAR 10 CO-ORDINATOR – VANESSA SIMS
YEAR 11	YEAR 11 CO-ORDINATOR – ADIE BARKER
SENCO	SOPHIE THOMPSON

Public examinations

We are being advised that examinations for GCSEs will take place in the summer 2021. Ofqual have suggested that the following adaptations may take place:

- changes to exams and assessments to address obstacles that could be created by any public health safeguards
- sampling of subject content
- the use of more optional questions in exams
- changing the length of exams
- changing the exam timetable

We will continue to engage with the exam boards and Ofqual and will pass on any further information when it is available.

Health and Safety

The academy recognises that the return to the academy for all students could be a worrying experience for some. Ensuring the Health and Safety of students is of paramount importance and a full risk assessment is being prepared. This will be made available on the website before the start of term.

We are also facing uncertain times where guidance is changing on a weekly basis. The academy will endeavour to keep you up to date with any changes we implement as a consequence. There is currently some uncertainty around the use of facemasks. In September, we will follow current DfE guidance which states that students and staff should not wear face masks while on site. However, if this is changed, we will update you accordingly.

Practical rooms being used will be cleaned during the day in between use and all rooms and spaces will be thoroughly cleaned at the end of the academy day. Every classroom will have a bottle of hand sanitiser for use on entry and exit as well as appropriate sanitising equipment for intermittent cleaning as appropriate. Students will be encouraged to wash hands regularly and specifically before and after eating. Students will also be expected to sanitise their hands upon entry and exit of a lesson. Signage will be displayed around the school to enforce this approach. Each classroom will have a bin for the disposal of tissues or waste during the day and this will be emptied regularly. If any student displays COVID-19 symptoms during their time in school, they will be isolated in a designated area prior to collection by parents. Children must be kept at home if they or any member of the household has COVID-19 symptoms. Please follow government guidance if you are unsure, or contact the academy and we will advise you.