



The Aylesbury Vale Academy

COLLABORATING *for* EXCELLENCE

ACADEMY RE-OPENING

SEPTEMBER 2020

GUIDANCE FOR

SECONDARY PARENTS, CARERS & STUDENTS

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INTRODUCTION

The Academy will open its doors again to all students in September and we are looking forward to seeing all staff and students back to school to resume face to face lessons.

This has been a challenging time for all and the Department for Education has provided extensive guidance on the ‘control measures’ that schools should implement before reopening. Its guidance states that:

The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

The letter I sent to all parents on 17 July provided an outline of the measures we were taking based on this guidance. There have been some changes, so we have made additions which we hope will answer any questions you may have about your child returning in September.

The latest guidance from the Department of Education has adhered to a series of 'Essential Measures' which include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The following measures outlined in this booklet adhere to this guidance.

You may also find the following document from the Department from Education: [What parents and carers need to know about early years providers](#)

As always, if you have any further enquiries, please email the school on enquiries@theacademy.me

Gavin Gibson

Academy Principal

PHASED RETURN



In order to ensure a safe return to the autumn term and get students used to the measures we have put in place, students will return on different days:

- Years 7,11 and Sixth Form returning on Thursday, 03 September (see start times on p7 & 8)
- Year 8,9 and 10 returning on Friday, 04 September (see start times on p7 & 8)

TRANSPORT



Our students make extensive use of the wider public transport system, particularly public buses. Although the public services that currently provide a service to the Berryfields area will run, **we have been informed that public transport capacity will be reduced by 50%**. Therefore, we have been advised to minimise its use by students, particularly in peak times.

We have been in contact with our transport providers and have been advised of the following changes:

No. 12/12A

The No.12/12A services operated by Redline between Watermead and AVA will continue to run as before the lockdown with services running according to the normal schedule (see timetable below).

Students can only use the No. 12/12A service if they have a full term's pass (September to December). A form to apply for these passes can be purchased from Redline directly: <http://redlinebuses.com/bus-passes-and-season-tickets/>

Single/returns and weekly passes will not be available to purchase onboard the bus.

Priority seating will be given to those who have purchased termly passes. Redline will only be selling term tickets to the capacity of the bus, once this limit has been reached, term tickets for that route will not be available to purchase.

If this service has available seating in September, then these seats will be open to **those who have purchased weekly/monthly passes on a first come first served basis.**

Students who purchase passes for service 12 can take advantage of using service 2 on morning journeys to get to school if they wish.

Redline- 12	Buckingham Park - Dunsham Lane - Berryfields, Aylesbury Vale Academy			M-F SCH DAYS	
	12A	12	2	12	12 SCH NF
Notes					
Watermead, Watermeadow	0730			Berryfields, Aylesbury Vale Academy	1510 1610
Buckingham Park, Jubilee Square	0740			Jackson Road, Surgery	1514 1614
Buckingham Park, Prince Rupert Drive	0744			Quarrendon Avenue	1519 1619
Watermead, Watermeadow				Meadowcroft, St Peter's Avenue	1521 1621
Dunsham Lane		0750	0752	Dunsham Lane, Lansdowne Road	1526 1626
Meadowcroft, St Peter's Avenue		0755	0755	Aylesbury Bus Station	
Quarrendon Avenue		0759	0759	High Street	
Jackson Road, Surgery		0803		Watermead, Village Centre	1531 1631
John Kennedy			0802	Buckingham Park, Prince Rupert Drive	1536 1636
Aylesbury Bus Station	0750			Buckingham Park, Jubilee Square	1540 1640
Berryfields, Aylesbury Vale Academy	0805	0808	0808		

SCH NF - Not Fridays

No. 4

The No. 4 service operated by Redline between Aylesbury Bus Station and AVA will continue to run as before the lockdown with additional journeys added to help with peak school time demands. These additional journeys will be labelled as 4S and will operate as a closed door operation. Similar to route 12 student who purchase a term pass will have a priority seating on this service. (Please see below for the timetable)

Students who purchase the term pass will be able to use the No.4/4A/4S services. A form to apply for these passes can be purchased from Redline directly: <http://redlinebuses.com/bus-passes-and-season-tickets/>

When applying for a bus pass via the Redline website, parents and carers should note on the application form which time their son/daughter will be catch the bus, either 07:20 or 07:50.

Priority seating will only be given to those who have purchased termly passes. Redline will only be selling term tickets to the capacity of the bus, once this limit has been reached term tickets for that route will not be available to purchase.

If this service has available seating in September, then these seats will be open to **those who have purchased weekly's/monthly on a first come first served basis.**

Redline- 4S	Berryfields - Aylesbury Bus Stn (Closed Door Operation)		M-F SCH DAYS	
	4S	4S	4S	4S
Aylesbury Bus Station (G1)	0720	0750	Aylesbury Bus Station, Bay G1	1550
Aylesbury High Street	0722	0752	Aylesbury, High Street	1552
Berryfields, Bramely Road	0732	0802	Paradise Orchard	1603
Berryfields, Aylesbury Vale Academy	0735	0805	Berryfields, Aylesbury Vale Academy	1510 1606
Aylesbury Bus Station (G1)	0746	0817	Berryfields, Bramley Road	1609
Tring Road Tesco		0825	Aylesbury Bus Station, Bay G1	1522

No. 5A or 3A

These services, previously operated by Star Travel, **will no longer run.** Students can use the No. 4S which serves the Berryfields area.

Those that use additional redline bus services and are looking into purchasing a term pass, should contact Redline.

General Guidance from Department for Education Regarding School Transport

- Students over the age of 11 are expected to wear face masks
- Students should sit in year group clusters and sit in areas according to their year group, where possible
- Students should sanitise their hands when boarding and exiting buses.
- Organised queuing and boarding

We can help to ensure this happens at the end of the day when students board buses at AVA, but cannot control this when students get on buses in the morning. Please can you explain this expectation to your child in order to keep them as safe as possible.

With these limitations, we strongly encourage students to walk, cycle or get a lift to school if at all possible as we feel this is a much better option to keep students safe in the current circumstances. This situation will be challenging for some families, but it is clear that the government are trying to prevent large numbers of students using public transport and in some cases, students will be expected to leave home much earlier than before.

There is a possibility that this guidance may change. I would advise all parents and carers to monitor the websites of these bus companies closely and when we have updated information, we will contact all parents.

If you have any questions regarding this, please contact the school on enquiries@theacademy.me

CAR PARK

In some cases, parents may have to collect their children from school to avoid the use of public transport. To support this, we have cleared an area of the car park to help with drop off and pick up. As the space in the car park is limited, staff will only allow parents/carers to enter the car park to collect their children at the time their children are released. We ask that parents/carers do not attempt to come to the car park early to avoid congestion. **To prevent parents and carers getting caught up in potential congestion in the carpark, we advise that you collect or drop off students from a nearby location in the Berryfields area.**



BIKES



Students can travel to school using bikes and padlock them in the bike sheds at the front of school, as before. We will arrange further bike storage should there be insufficient space for all bikes

Students should follow social distancing guidelines travelling to and from school. We understand that it is tempting to meet up with friends and siblings outside of school, we ask that students do this safely and follow social distancing guidelines.

EQUIPMENT



In order to minimise the risk of transmission, we will expect every student to arrive at school with their own equipment. Students must not share their own equipment with anyone else.

It is **essential** that every student carry the following each day:

- An appropriate bag
- Water bottle (they will not be permitted to drink from the water fountains, but will be able to fill up their bottles only)
- Planner (issued on the first day)
- Pens
- Pencils
- Eraser
- Ruler
- Glue Stick
- Highlighters
- Exercise books/Folders/textbooks for your lessons (students will be instructed if they are allowed to leave these items in school)
- Scientific Calculator

The following Items are also **desirable**:

- Coloured pencils
- Dictionary
- A pair of compasses
- Protractor
- Pencil Sharpener

We advise that students have a pencil case for all their equipment and that this is labelled with their name and year group. All other specialist school equipment will be cleaned thoroughly where it is shared by different groups. This will involve the cleaning team using a range of processes to keep identified equipment clean.

UNIFORM

We expect all students to be in full school uniform now that all shops are open to the public. Parents who wish to purchase school uniform from Print Lab should contact them directly on Email: info@the-print-lab.co.uk / 01296488000. We ask you to do this as soon as possible as no retailer can produce badged uniform in the few days before school re-opens.

Students who came in for their face to face meetings should have received their timetables and will know when they have PE. If students are unsure, they should bring in their PE kit on their first day of school until they know what their timetable is.

PE

Students should bring their PE kit on their first day at school in case they have PE. Once they receive their timetable, they will know when to bring in kit.



The majority of PE lessons will be outside, weather permitting. Changing rooms will be cleaned regularly. Equipment used in lessons will be for use by one year group only and will be cleaned after each lesson.

ARRIVAL AT & DEPARTURE FROM SCHOOL



In order to manage safely the large number of students arriving each morning and to minimise transmission, the start and end of each day will be staggered, and students will arrive and depart through different entrances. All entrances will be clearly labelled, and staff will assist in directing students.

	ARRIVAL ENTRANCE	ARRIVAL TIME	DEPARTURE TIME	DEPARTURE ROUTE
7	Side gate at front of school past bike sheds	students can arrive between 7:30-8:20	1445	Exit to rear playground and use car park side gate
8	Student entrance	8:30	1450	Main reception
9	Car park science corridor entrance	8:30	1455	Student entrance
10	Side gate at front of school past bike sheds	8:45	1500	Exit to rear playground and use car park side gate
11	Student entrance	8:45	1600 (1500 on 3 rd & 4 th September).	Student entrance
12/13	Main reception	8:45	1500	Main reception

To prevent parents and carers getting caught up in potential congestion in the carpark, we advise that you drop off students from a nearby location in the Berryfields area so that they walk the few minutes to school.

Students who need to be dropped off due to mobility issues, should contact the school to arrange this prior to the start of term: enquiries@theacademy.me.

On arrival, all students will be expected to wash their hands for a minimum of 20 seconds. This will be supervised by staff. Students will then be asked to gather according to their year group in a designated large space. They will then be dismissed to go to their tutor rooms or classrooms to ensure that they do not mix with other year groups.

FACE MASKS

There has been further guidance from the Department for Education following the announcements in the press about secondary pupils being required to wear face masks. The guidance does not apply to all schools in all parts of the country. We will notify all parents and carers by text and email about this situation as soon as possible.



LUNCH AND BREAK TIMES

Lunch and break times have been staggered and, in some cases, relocated to different venues.



- Students will have lunch either in the Atrium or Main Hall or Sports Hall.
- Only one-year group will use each space at any one time.
- Students will be expected to remain seated to eat their lunch.
- Once students have eaten their lunch, they will be expected to go outside, unless the weather prevents this.
- An extra pay-in machine has been installed outside the Main Hall for students to pay cash into their accounts.
- Wall sanitisers have been installed in all queue areas and students will be expected to sanitise before collecting food and using the biometric payment system.

Staff in Hi-Vis jackets will support and supervise all arrangements for break and lunch

LEARNING ZONES

Students will be taught in learning zones to minimise the movement around the school and minimise the contact between students. These learning zones will contain a bubble of one year group only. Students will therefore have their lessons in the same set of classrooms moving between classrooms in the same zone. They will only leave their zone to move to specialist classrooms such as Design Technology and Computer Science or to go outside for PE lessons.



Staff will move between the zones to teach students.

CLASSROOMS

Measures have been implemented in classrooms to ensure the safety of staff and students:



- All students will be asked to sanitise their hands on arrival at every classroom. Staff will also sanitise their hands on arrival at a new classroom.
- Students will sit in a designated seat decided by the tutor or from tutor which must be adhered to.
- Students will be taught in rows facing the front.
- Students should always carry their own stationary. Equipment such as pens and pencils cannot be shared or 'loaned'.
- Classrooms books will be shared between students within their own bubble.
- Equipment used in kitchens, DT workshops, IT rooms and for PE will be issued and wiped down after every use.

MOVEMENT AROUND SCHOOL



We have introduced a system in school where students will be expected to 'keep left'. The corridors are clearly marked to remind students of this. This is designed to help minimise contact and staff will be present to reinforce this expectation.

Stairwells have also been clearly labelled according to which year group may use them. This means that only one-year group will be on a stairwell at any one time.

CURRICULUM



We intend to offer a full and ambitious curriculum as before. Therefore, there will only be minor adjustments to what students learn in class as we accommodate restricted movement around the school and use of specialist equipment.

From Monday, 07 September, Year 11 students will remain in school until 4:00pm for extra lessons in their core and options subjects.

We hope to offer the 'Extended Schools' provision to Year 10 students as soon as possible. This involves students being involved in a range of extra-curricular activities alongside some 'Independent Supervised Study'. We have not been able to run a process for students to choose these activities, but when we are able, we will expect **Year 10 students in school until 4:00pm Mondays to Thursdays.**

TOILETS



Toilets in both phases will be labelled according to which Year group is able to use them and the number of students using the toilets at any one time will be minimised.

We also expect students to do the following:

- Place the lid down on the toilet prior to flushing to minimise any potential spread of germs.
- Wash their hands after using the toilet.
- Not take any food or drink into the toilet.

BEHAVIOUR EXPECTATIONS



We will maintain our high expectations of student behaviour when we return and follow our Behaviour Policy. Below is an outline of the expectations we will share with students when they return. As you can see, these expectations are there to keep students safe and to minimise transmission as much as possible.

Academy Expectations

A successful AVA student will always:

- 1) Arrive to school and lessons on time
- 2) Wear the correct uniform
- 3) Bring the correct equipment
- 4) Follow instructions first time
- 5) Do their best

6) Show respect for others

Health and Safety

- 1) Wash your hands when you enter the building
- 2) Keep left in corridors
- 3) Keep moving in the corridors; no stopping
- 4) Take the shortest, quickest route to your next lesson
- 5) Hand sanitise as you enter and leave a classroom
- 6) Wipe down your area

Any behaviour which puts an individual at risk will be sanctioned accordingly and I know you will support us in ensuring that students behave responsibly and respectfully.

ATTENDANCE



Attendance systems will operate in the usual way. Registers will be taken at the start of every form time or class. We will follow up on attendance in the usual way.

The guidance from the Department for Education states:

“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. School attendance will therefore 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

FIRST AID



Parents/carers should ensure that students do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), their parents or carers will be contacted and they will be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’, which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.

RISK ASSESSMENT

A Whole Academy Risk Assessment has been written to cover all elements of the academy reopening and can be found on the school website may address further questions you may have: [RISK ASSESSMENT AUGUST 2020](#)

