**February 2021**

Dear Parent/Carer

Following on from my previous correspondence earlier in the week I am now in a position to share with you our response to the Prime Minister’s ‘roadmap’ announcement. During the planning process we have kept the safety, health and wellbeing of our community at the heart of all decisions made to ensure we have a safe, positive and successful return to site allowing us to reconnect face to face once more.

As you can appreciate, there is a large amount of information to share with you in this communication. Firstly, I will detail the information in respect of our phased return, testing provision and other key updates. Please do read the wider opening guidance document at the end of the letter as this contains all the information and key reminders needed by students and parents to ensure a positive, safe and successful return for everyone.

**Phased return**

As you are aware the government are allowing secondary settings to have a phased return from the 8th March to support the safe and efficient running of the lateral flow testing for students. At Walton we will be using a phased return over the first week so that we can support our community in the best way possible in all aspects of the wider opening. The outline of the phased return is below for all Year groups.

|  |  |
| --- | --- |
| **Year group** | **First day back on site for learning** |
| **Year 11 and 13** | Tuesday 9th March |
| **Year 10 and 12** | Wednesday 10th March |
| **Year 8 and 9** | Thursday 11th March |
| **Year 7** | Friday 12th March |

Once students are back on site for learning they will remain on site for the rest of the week. The purpose of the phased return above is to ensure we can safely and accurately administer the first lateral flow test to all students that have opted in to this service. All students will follow the phased return above whether they have opted in for testing or not. There will also be additional tutor time for students once they return to site during this week so we can ensure we settle everyone back on site in a supportive manner. Further information regarding the testing arrangements is outlined below.

**Lateral flow testing**

The government have outlined that they want all students that have opted in to testing to have three lateral flow tests within the school testing centres when they return to site before commencing twice weekly testing at home. In this communication we will focus on all the information and guidance you need for the testing in school. We will communicate the details you need for when the home testing begins over the coming weeks.

We realise that the lateral flow testing for students may cause some anxiety and worry so we intend to do all we can to support our students and families with this process. Below is the timetable for when the testing will take place within our testing centre.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year group** | **Test 1** | **Return date for learning** | **Test 2** | **Test 3** |
| **Year 11 and 13** | Monday 8th March | Tuesday 9th March | 12.03.21 | 18.03.21 |
| **Year 10 and 12** | Tuesday 9th March | Wednesday 10th March | 15.03.21 | 19.03.21 |
| **Year 8 and 9** | Wednesday 10th March | Thursday 11th March | 16.03.21 | 22.03.21 |
| **Year 7**  | Thursday 11th March | Friday 12th March  | 17.03.21 | 23.03.21 |

**Test 1:** this will take place the day before students return to site for learning; this is to ensure we complete the first test in the safest way possible and avoid any close contacts if there are any positive cases. Parents will need to book a slot for the test via Eventbrite on the links below. If you have children in different year groups they can come on the same testing day and it would need to be the earliest day e.g. if you have a child in Year 11 and in Year 7 they could both need to come on the Monday, the Year 7 student would still return for learning on the Friday in line with their year group. Students will only remain on site for their test so they will leave site once the test is completed; the test should only take a few minutes but they may just have to wait to register. Parents can bring their child to the academy for their test, however, they are not able to come into the testing centre; they should wait in the car or on Kitty Briggs Lane if walking.

* Year 11 and 13: <https://www.eventbrite.co.uk/e/y11-and-y13-covid19-student-testing-walton-academy-monday-8th-march-2021-tickets-142844163739>
* Year 10 and 12: <https://www.eventbrite.co.uk/e/y10-and-y12-covid19-student-testing-walton-academy-tuesday-9th-march-2021-tickets-142856362225>
* Year 8 and 9: <https://www.eventbrite.co.uk/e/y8-9-covid19-student-testing-walton-academy-wednesday-10th-march-2021-tickets-142856420399>
* Year 7: <https://www.eventbrite.co.uk/e/y7-covid19-student-testing-walton-academy-thursday-11th-march-2021-tickets-142856532735>

**Test 2 and 3:** These will take place once students are back on site on the dates indicated above. Students will be called down from their lessons at an allotted time on that day to go to the testing centre and carry out their testing. Once they have completed their test students will return to lessons.

**Test results:**

* Parents will receive an email/text message from NHS with the result about 30 minutes after the test was taken
* After Test One if the student receives a negative result they will be able to return to the academy for their learning as indicated on the dates listed on the previous page.
* If a student receives a positive result they will need to remain at home with the family and self-isolate along with the whole household for 10 days.
* After Test Two and Three students will only be told their results if positive; if they do receive a positive result we will contact parents straight away for them collect their child and proceed with our track and trace procedure.
* If students receive a negative result after Test Two or Three they will remain in their lessons on academy site

**Other key information for when coming onto site for your test:**

* Please only arrive at your allotted time slot that you have booked.
* Testing will take place in the gym.
* Please do not come to reception but walk around the outside of the school site turning right as you enter the pedestrian gate, walking round the back carpark and enter through the back entrance of the gym.
* Please wear a face covering at all times when on site.
* Please sanitise your hands on entrance and exit to the test centre.
* Please maintain a 2m social distance from all other people whilst moving around the site, especially whilst queueing for your test. Queuing will take place outside even in poor weather so please ensure you wear suitable clothing.
* There will be a one-way system through the gym and you will exit through the changing rooms; you will need to leave site as soon as you have had your test.
* You must not remain on site after your test. You will not have access to any other area of the school on this day.
* Please come for Test One in non-uniform.
* Please do not bring anyone else with you for your test. There will be staff on site to guide and support you though the process.
* In the event of the Fire Alarm being raised please evacuate to the school field.
* If you have any symptoms of COVID 19 or have been in contact with anyone with COVID 19 please do not attend site for your test but seek a PCR test.

To support our students with the testing experience we have created a video guide to show them what they will need to do when coming in for their first test, please click on the link below to see this:

* <https://youtu.be/Cdu1kEqKf1Q>

Secondly, we have also created a detailed written guide for students and parents which you can access through this post on WeDuc. If you have any further question or queries with regards to testing please do not hesitate to contact us.

**Remote learning**

During the week of the 8th March we will continue to provide students with remote learning until they re-join us face to face in the academy. Please do be aware that due to the nature of the phased return there will be a blended approach during this week so staff may deliver real time lessons or may set work for students to complete at home, this is to allow us to prepare for everyone returning to site.

**Critical worker and vulnerable student provision**

This provision will continue on site during the week commencing the 8th March, students will have access to a computer room and will be supervised to allow them to complete their remote learning. A few key pieces of information below:

* Students will have their first lateral flow test in line with their year group, please see details above.
* Parents will still need to book a slot for their child on Eventbrite for the test so we have them registered for testing on that day.
* Students can report to their learning space and we will call them down from there for their test
* Once a student’s year group returns for learning they will join their normal classes

**Face coverings – updated guidance**

This week schools received updated operational guidance from the government with regards to the return for all students from the 8th March. The guidance details all mitigation needed to ensure we are keeping our community as safe as possible during this time. One of the changes to this guidance is the wearing of face coverings for staff and students, the details are below:

* Students travelling on school of public transport should wear a face covering on all journey’s
* Staff and students should wear a face covering when moving around academy site and in all communal areas, including at unstructured time
* Students may remove their face covering when sat down eating and drinking at unstructured time
* For a temporary period (until Easter) staff and students are required to wear a face covering in the classroom environment

This measure is one of many within our risk assessment to ensure we are doing all we can to keep our community safe. If you feel your child needs to be exempt from wearing a face covering due to medical or health reasons please do contact the academy on the email address below. Any student or member of staff that is exempt from wearing a face covering will receive an exemption card to place in their lanyard so they are not challenged.

* Enquiries Account enquiries@walton.lincs.sch.uk

**Canteen information**

The school canteen will be open for students from Tuesday 9th March. The arrangements for students will remain the same as the end of the Autumn Term. Students will have access to a break and lunchtime service at their servery in their year group zone. Students will not be able to use the cash loading machines so money will have to be placed on the cards online via WisePay. If you require any assistance with this or if you have forgotten the log in details please contact us at the academy next week so we can sort this for you prior to students returning to site.

* Enquiries Account enquiries@walton.lincs.sch.uk
* Telephone number: 01476 563251

**Uniform**

As we are all preparing for students to return safely, we would also like to ensure our high uniform expectations are upheld as part of our positive start.

Students have been away from the academy for a number of weeks and we can understand that during that time they may have grown considerably. We would like to take this opportunity to ask that you take some time that their uniform fits them appropriately and consequently purchase any further items they need in advance of their return.

We do have items of pre-loved uniform for sale in the academy for families. If you are in need of any items, please contact us via the enquiries email and we will endeavour to support where we can. Stock is limited so we ask that you do not solely rely on this as an option.

Things to consider:

* Footwear – we expect all students to wear formal black shoes as part of their uniform. We will not accept any other form of footwear.
* Trousers – as stated on our uniform list, these need to be formal navy trousers. Jeans or any other form of trousers will not suffice.
* Ties – are required when the student choses to wear a collared shirt.
* Lanyards – these must be worn by all students at all times in the academy.
* Hair – this needs to be of natural colour and tied up with black, navy, brown or natural colour bobbles. We will not accept extreme hair styles, this includes tramlines.
* Jewellery – students are invited to wear a wrist watch and one pair of small studs or sleepers in the lower lobe. No other jewellery will be accepted and students will be asked to remove them.

Our full uniform list can be found on our website:

* <https://www.walton-ac.org.uk/parents/uniform-and-equipment/>

On days where your child has PE or Performing Arts, we expect them to come to school in their full PE kit ready for lesson.

Please contact your child’s Form Tutor or Head of Year if you foresee any issues with our expectations.

Finally, I would like to take this opportunity, once again, to thank you for your continued support and understanding during this time. The support of our parents/carers is hugely appreciated. I appreciate there is a lot of information to digest within this letter and the guidance below but we want to ensure we continue to provide a positive, safe and successful return for our community and, therefore, sharing this information is very important.

As we have done throughout this time, we will continue to do all we can to support our community as we now move forwards on our roadmap and begin to reconnect face to face as a community.

I wish you all a safe and restful weekend.

Yours faithfully



**Mrs Jess Leonard**

**Principal**



**Walton Academy Spring Term 2021**

**Guidance and Reminders for Parents and Students**

# Academy day/timetable:

To ensure we follow the guidance, reduce the movement around the site, keep bubbles separate and support our students we have made some changes to the academy day which can be seen in the timetable below.

|  |  |
| --- | --- |
| **Academy day**  | **Timings**  |
| Tutor time | 8.45 – 9.10  |
| Movement time (KS4/KS5) | 9.10 – KS4 move9.13 – KS5 move  |
| Period 1 | 9.15 – 10.05 |
| Movement time (KS4/KS5) | 10.05 – KS4 move10.08 – KS5 move |
| Period 2 | 10.10 – 11.00 (KS3 released for break from 10.55) |
| Break time | 11.00 – 11.15 |
| Period 3 | 11.15 – 12.05 |
| Movement time (KS4/KS5) | 12.05 – KS4 move12.08 – KS5 move  |
| Period 4 | 12.10 – 13.00 (KS3 released for lunch from 12.55) |
| Lunch | 13.00 – 13.45  |
| Period 5 | 13.50 – 14.40 |
| Movement time (KS4/KS5) | 14.40 – KS4 move14.43 – KS5 move |
| Period 6  | 14.45 – 15.35 (slow stagger to release students) |

# Student zones and bubbles:

To reduce the contact of students and in line with guidance during the academy day students will operate in the following bubbles and zones for lessons and during unstructured time.

* Year 7 = Tower block English landing, T4, C5/field and dining hall
* Year 8 = maths blocks, lower tennis courts
* Year 9 = MFL, S5, S6, upper tennis courts
* Year 10 and 11 = quad, hall
* Year 12 and 13 = common room/cabin area

Key stage 4 and 5 will move around to their lessons as per their timetable.

Each bubble will have their own toilets which they will use throughout the academy day as below:

* Year 7 = main corridor toilets
* Year 8 = temporary toilet block 1 (outside Post 16)
* Year 9 = temporary toilet block 2 (outside Post 16)
* Year 10 and 11 = new block toilets
* Year 12 and 13 = Post 16 toilets

# Start and end of day procedures:

To alleviate the traffic when students arrive and depart the academy students will have different routes and entrances. The site will be open for students to access from 8.00 am, at the end of the day students will need to leave site promptly unless they are waiting for a contracted bus.

As soon as students enter the site in the morning they will need to go straight to their tutor room as below:

* Year 7 = enter through the pedestrian gate, follow the path round to the side entrance to the tower block
* Year 8 = enter through the top entrance to site near S5/S6 and head straight down to the two maths blocks
* Year 9 = enter through the top entrance to site near S5/S6 and head straight to MFL block/S5/S6
* Year 10 = enter through the pedestrian gate and follow the path round, up the slope to the tower block door to the back staircase to floor 1 and 2
* Year 11 = enter through the pedestrian gate and follow the path round up the slope to the science blocks
* Post 16 = enter through the pedestrian gate and go round the side of the carpark, past the dance studio/PE to Post 16 centre

At the end of the day students will be led down to leave the academy site by their class teacher; this will be on a slow release stagger so that bubbles are kept apart as much as possible.

Unless students have an invite to their year group Homework Club or are waiting for a late bus they do need to leave site at 15.35.

# Behaviour expectations:

Our behaviour expectations ‘ready, respectful, responsible’ will be in place as normal and students will be reminded of these during tutor time and assemblies over the coming weeks. As well as our usual expectations students must also follow the COVID19 expectations to ensure we are meeting the guidance and keeping everyone as safe as possible:

* Washing and sanitising hands at regular points during the school day including on arrival and when entering each classroom space
* Maintaining a social distance of two metres between themselves and staff
* Remaining in their seat during lessons
* Using only their equipment
* Wearing face covering in all required areas

Students will be allowed mobile phones on site, however, as soon as they enter site these need to be switched off and out of sight until 15.35.

If students fail to meet academy expectations this will be dealt with in line with the academy behaviour policy.

# Equipment:

Students will need to bring their own equipment into the academy to use each day, students must not share their equipment with any other students or ask to borrow equipment from a friend this is to prevent spreading of infection. As an academy we will not be able to hand out equipment to students as we usually do so it is important that students have with them all the items on the list below:

* Black/blue writing pens
* Red pens
* Pencils
* 30cm ruler
* Rubber
* Scissors
* Glue stick
* Colouring pencils
* Felt tips/highlighters
* Protractor
* Compass
* Scientific calculator

It is an expectation that students will bring this equipment with them each day so they are ready to learn; each student is responsible for their own equipment. Tutors will check equipment each day during tutor time.

If students are unable to bring in this equipment as they do not have it at home and are unable to buy it Heads of House will be able to provide this to them which they will then be able to keep.

Due to the structure of the school day where at times students will be remaining in classrooms whilst teachers move around it is also important that all students have a reading book with them every day, as reading will become part of the daily routine.

In line with the guidance students should only be bringing onto site what is needed for the school day, so belongings should be kept to the essentials only.

# Hygiene:

Whilst in academy site it is important that we all follow the guidance around hygiene at all times. Students will be expected to do the following during the academy day:

* Wash their hands as soon as they come on site at a handwashing station or their toilets
* Hand sanitise each time they enter into a classroom or meeting space
* Wash their hands before and after eating using their allocated toilets

Students will be reminded of this in tutor time regularly and daily to begin with to ensure they are clear on the routines and systems they need to follow.

# Visitors onto academy site:

We will be following the guidance and ensuring that visitors are kept to an absolute minimum on site; no one will be allowed onto academy site or into reception without an appointment so we can protect our students and staff as much as possible. Meetings will continue to be held over the phone or via digital online platforms. If parents wish to contact the academy to make an appointment or speak to a member of staff they should use the contact methods below:

* Academy phone number: 01476 563251
* Enquires email address: enquires@walton-ac.org.uk

**Please note: Parents will not be allowed onto academy site without an appointment this includes to drop off any forgotten items.**

# Canteen and lunch service:

Our providers Caterlink have put together a plan so that students can still have access to buying food from school at lunchtime. The details of this plan are below:

# Zone/serving areas and timings for lunch:

|  |  |
| --- | --- |
| Y7 | 13.00 - Dining hall Collection  |
| Y8  | 13.10 – Bottom tennis courts – Maths Office collection if raining |
| Y9 | 13.10 – Top tennis court – MFL office Collection if raining open  |
| Y10 | 13.00 – Cabin Collection  |
| Y11 | 13.00 – Cabin Collection  |
| Y12/Y13 | 12.50 - dropped of pre order in kitchen for student to collect themselves  |

A break time service is also available at the stations above.

# Transport to and from the academy:

As normal, we expect our students to behave in a mature, safe and responsible manner when travelling to and from the academy. We would encourage all students as much as possible to travel to the academy via walking, biking or in their own car, this is in keeping with the guidance from the government. If students are biking or walking to the academy they need to follow the expectations as below:

* Keeping socially distanced from others while walking/biking to the academy
* If on a bike students should dismount at the bottom of Kitty Briggs Lane and walk their bike onto academy site
* Student must bring a bike lock to ensure their bike is safe during the day
* Students should ride wearing helmet and observe road safety rules
* Students should take extra care when crossing any roads on their way to school using pedestrian crossings where possible
* Students will be able to bring their bike to the bike racks and then go to their allocated zone

If students are travelling to school on a bus they must ensure they are wearing a face mask/covering while on their journey. Once they get off the bus they must remove their mask and either dispose of this in the bin provided or place it in a sealed plastic bag and keep in their school bag during the day. Students must wash their hands as soon as possible after removing their mask at their year group toilets or one of the handwashing stations.

# COVID19 Symptoms and absence reporting:

The government have made it clear that all students should return to school from Monday 8th March and the normal attendance expectations will be back in place.

It is really important that everyone follows the guidance with regards to your child or anyone in your household displaying COVID19 symptoms. We need our community to continue to work together in this to ensure we all keep each other as safe as we possibly can.

# COVID19 symptoms:

* High temperature
* Persistent dry cough
* Loss of taste and or smell

If you child or anyone in your household is displaying these symptoms you should get a test done as soon as possible. While awaiting the results of the test everyone in the household must self-isolate. If the test comes back positive everyone in the household then need to self-isolate for 10 days.

If the test is negative the household can stop self-isolating providing they do not have symptoms or feel unwell as above.

If your child or someone in your household is displaying symptoms you must contact school and make us aware as we have to have a record of this alongside our normal absence reporting.

If a student becomes unwell at school and is displaying any of the symptoms above they will be taken to our isolation room on academy site and a member of the first aid team will remain with them. All of our first aid team will wear PPE in this situation and have been trained in how to use this. We will contact home and ask for the student to be collected as soon as possible and taken to be tested. In this situation we do need parents to respond quickly and collect their child so that we can keep our community as safe as possible.

It is important that your child and your household self-isolate whilst awaiting the test results. Once you have the test results please ensure you contact school to make us aware whether the test is positive or negative. If the test is negative your child will be allowed back on site providing they are well and have no symptoms. If the test is positive they will need to remain at home and self-isolate for 10 days, they will not be allowed back on site until the self-isolation period has come to an end.

If we do have a positive test recorded we will follow the government guidance and take advice from our Trust and public health with regards to any further actions.

# Remote learning:

If a student is having to self-isolate or if we have to go into a partial or full school closure we will be providing our students with a continued education through our online platform of One Note on Office 365 and Microsoft Teams. In some cases teachers may live stream the lesson from the classroom to the student/s. We will also be utilising national platforms such as the National Oak Academy which has been endorsed by the government.