



NATIONAL
CHURCH OF ENGLAND
ACADEMY

Essential guidance for parents and guardians of the National community from September 2020

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1. Introduction

The guidance provided below is essential and must be read and understood before 1st September 2020. Within the guidance there are very specific requests. These are due to the Covid-19 measures we are putting in place and we are relying on these being followed so that we may provide the best education possible while keeping safety our number one priority. We acknowledge that there is a lot of new information to take on board so please take your time to read the information carefully and discuss it with your child.

2. Essential Guidance for parents and guardians

2.1 Before entering the academy site

- Please be aware that drop in appointments will not be available. You will need to make an appointment to see a member of staff.
- If possible, please provide a packed lunch (which must be nut free) and a drink (not an energy drink or sugary fizzy drink) - Children in receipt of free school meals will receive this as normal.
- Please **DO NOT** send your son/daughter in with cash to use at breakfast club, break or lunch as we cannot accept this. Our online cashless system of sQuid (www.squidcard.com) must be used to add funds to your child's account. The manual payment machines located in Archie's will be out of use. If you do not currently access sQuid, please contact adminoffice@nationalce-ac.org.uk to receive your username and unique reference number.
- Read all of the latest letters and information before returning. Please use our website and social media to keep up to date.
- Discuss your child's attitude to returning and make them aware of the seriousness of following academy rules and showing respect towards others.
- All children should have an awareness of distancing and avoid rushing towards friends and staff.
- Follow any new guidelines carefully.

2.2 Entry, Exit and movement around the academy site

- There will be no drop off or pick up on site at any time. Any parents attempting to do this will be refused entry.
- Children entering the site **MUST** do so at specific designated gates assigned to their year group.
- Moving from left to right as you look at the academy, Year 9 MUST enter via the Epiphany Centre gate, Year 11 MUST enter via the Science gate (opposite the pedestrian crossing), Year 8 and 10 MUST enter via the Main entrance blue gate and Year 7 MUST enter via the exit gate near the staff car park. Academy gates will be closed to traffic from 8.15am – 8.35am and 3.05pm to 3.25pm.
- If you arrive on a bike, please enter and exit through the main entrance gate.
- If you arrive on site before period 1, please go to your designated area:

Year 7	All weather area
Year 8	Quad area
Year 9	Tennis courts area
Year 10	Astro area
Year 11	Science area

- On entering and leaving the academy site, all children and adults will be required to use antibacterial hand sanitiser – this will be in the first classroom you enter. For staff this will be in our main reception.
- Parents will be unable to park directly outside of the academy as this is a cycle lane and is not permitted.
- If dropping children off, cars should park away from the site but please be considerate to our local residents.
- Although social distancing for children has been reduced to 1 metres plus, for all adults on site it is still recommended as 2 metres where possible.
- When students are in their year group bubbles, less distancing may be required.
- Students will be expected to follow a clearly marked out one way system on site.

2.3 Tutor time and lessons

- Hand sanitiser will be in every classroom and at stations around the site. Students and staff will be expected to hand sanitise as they enter and exit the classroom each time.
- Students and staff will be asked to wipe down desks and equipment with antibacterial wipes before their own personal use.
- Students will no longer be in a vertical house system. Students will be in year groups for the 2020-21 academic year with a Head of Year in place. Mr Llewellyn will still be the Assistant Principal who oversees our Pastoral team.
- Students should bring the basic equipment only and avoid extra unnecessary belongings – do not bring trainers to change into for break, lunch or after school. Basic equipment includes pen, pencil, ruler and planner.
- All students will be issued with a green and purple pen for lesson activities and must keep this as part of basic equipment.
- Students should only use their own equipment. **DO NOT** share equipment with any other students.
- Students will be seated at specific desks and for the majority of lessons will face forwards as per government guidance. There can be no debate regarding seating positions – what the teacher has planned and requests must be followed.
- Please do not request that a child is moved to a different class/group at any point during the year. If you have any concerns at all please discuss these with your child's tutor.

2.4 Break, lunch and catering facilities

- As stated above, it is advised that all students bring a packed lunch (nut free).
- The academy will still be serving hot food but the meal of the day option has been removed due to limited seating capacity. There will be a limited menu served.
- Food will still be served at break, but again, limited options available. It is advisable that you bring a snack from home for break time, as well as your packed lunch (nut free).
- Please **DO NOT** share food or drink with anyone else.
- Any students using the canteen or wider serving areas **MUST** use the hand sanitiser provided.
- Students are being assigned specific areas to be in before school, break and lunch and this must be followed. This is following the government's advice.
- On the next page, is a breakdown of break time and lunchtime, explaining where and when year groups will be able to purchase food:

Break time:

KS3 (Years 7, 8, 9): 10:22 – 10:43 tutor time, 10:47 – 11:05 break time

KS4 (Years 10, 11): 10:22 – 10:43 break time, 10:47 – 11:05 tutor time

Year group	10:22 – 10:43	10:47 – 11:05	Served from	Area
Year 7	Tutor time	Break	Kiosk*	All-weather area
Year 8	Tutor time	Break	Archie's	Quad area
Year 9	Tutor time	Break	New catering facility near the science block	Tennis courts
Year 10	Break	Tutor time	Archie's	Astro area
Year 11	Break	Tutor time	New catering facility near the science block	Science area

Lunchtime:

KS3 (Years 7, 8, 9): 12:50 – 13:30

KS4 (Year 10, 11): 12:45 – 13:25

Year group	Serving time	Served from	Area
Year 7	12:50 – 13:15	Kiosk	All-weather area
Year 8	13:05 – 13:20	Archie's	Quad area
Year 9	13:05 – 13:20	Catering facility near the science block	Tennis courts
Year 10	12:45 – 13:00	Archie's	Astro area
Year 11	12:45 – 13:00	Catering facility near the science block	Science area

***Please note – year 7 students will not be able to purchase food at breakfast club or break time on their first day – Thursday 3rd September 2020, whilst they have their fingerprints taken for the cashless system we operate on site. NO cash can be used on the academy site.**

2.5 Hygiene

- It is advised that PPE such as a face mask should be worn on public transport.
- All PPE should be removed on entrance to the academy site.
- If using public transport, if the bus or tram has antibacterial gel please use it when getting on and off. If possible have your own mini bottle of antibacterial hand gel in case the transport company does not provide any.
- PPE such as face masks should be placed into a plastic bag and kept in a normal school bag for the remainder of the day.
- When students use the toilet they should wash their hands for a minimum of 20 seconds afterwards and dry their hands.
- We follow the 'Catch it, bin it, kill it' technique. Students should have a tissue on them and use it if required.
- Sanitary items permitted as normal.

2.6 Behaviour and attendance

- Normal attendance policy and procedures apply and all students are expected to attend school.
- If your child displays the symptoms of covid-19 such as a new continuous cough, a high temperature and a loss of smell and/or taste **PLEASE KEEP THEM AT HOME**, follow the government guidance and inform the academy in the usual way.
- If your child has a positive Covid-19 test, **PLEASE KEEP THEM AT HOME** and make us aware in the usual way.
- It is a parents/guardians responsibility to contact the health/medical services if you are concerned or you recognise any covid-19 symptoms.
- The home academy agreement has been updated. Please ensure that you read this before your child returns. If you have not read the academy updates and policies please be aware they still apply from September 1st 2020.

2.7 Uniform

- Normal uniform rules apply and all students are expected to attend in full uniform with the exception of PE (see below).
- We currently have restrictions on our use of changing rooms. Therefore, on the day your child has PE, **students MUST wear their PE kit all day (this is quite standard for the majority of schools at the moment). This MUST be with blazer and a coat if required.** This includes moving to and from the academy. If they wish to wear jogging bottoms they may wear the specific academy branded navy bottoms. For this year only we will also accept any **plain unbranded** navy jogging bottoms on the day your child has PE. Please be aware that any alternative will be seen as a breach of our uniform policy. The PE curriculum has changed to avoid contact sports and minimise muddy activities.
- **No hoodies or tracksuit tops are allowed to be worn on site.** This is a change to previous years. The academy advise a coat be worn. This information gives 6 weeks advance notice.
- The only hoodie which may be worn is the academy branded PE one which is for PE only.
- Students already attending National Academy must still wear their existing tie regardless of which year group they are in.
- The new Year 7 students should wear a yellow striped tie available from our usual suppliers

PE timetable:

Tutor group	PE kit to be worn all day
7A, 7B, 7C, 7D	Friday
7E, 7F, 7G, 7H	Tuesday
8A, 8B, 8C, 8D	Tuesday
8E, 8F, 8G	Wednesday
9A, 9B, 9C, 9D	Monday
9E, 9F, 9G, 9H	Thursday
Year 10	Monday and Friday
Year 11	Monday and Friday

2.8 Trips and before and after school clubs

- There are no residential school trips planned for the first term (as per Government guidance) and this will be reviewed at Christmas.
- For the first half-term there are no after school clubs or sporting events planned and this will be reviewed at half-term.
- Currently, extra-curricular activities including those at lunchtime are postponed. We would encourage all students to have age appropriate reading material with them.
- Breakfast club will be operating from 08:15 – 08:30, with a limited choice of breakfast items. Reminder – no cash on site. All money should be uploaded via the sQuid system. Please encourage your son/daughter to eat breakfast at home where possible. Children in receipt of free school meals will receive this as normal.

Breakfast club:

Year group	Area	Time	Served from
Year 7	All-weather area	08:15 – 08:30	Kiosk*
Year 8	Quad area	08:15 – 08:20	Archie's
Year 9	Tennis courts	08:15 – 08:20	New catering facility near the science block
Year 10	Astro area	08:25 – 08:30	Archie's
Year 11	Science area	08:25 – 08:30	New catering facility near the science block

***Please note – year 7 students will not be able to purchase food at breakfast club or break time on their first day – Thursday 3rd September 2020, whilst they have their fingerprints taken for the cashless system we operate on site. NO cash can be used on the academy site.**

3. Frequently Asked Questions

Q. Why have you made so many changes?

A. We have to take into consideration the government's advice and guidance and minimise the risk of contracting covid-19 as much as possible. The changes are made to support health and safety and allow us to teach all years at the same time.

Q. Why have you changed from vertical tutoring (Houses) to Horizontal tutoring (Year groups)?

A. This has come directly from the government and is to minimise the amount of mixing of students across the academy.

Q. Why have we not have been told about changes sooner?

A. We have been working on our responses to the government guidance given to us on 2nd July. We received the Nottinghamshire County Council risk assessment in the last few weeks of term. We have carefully considered a huge range of options to ensure the best outcomes for everyone.

Q. Why is everyone expected back in September 2020?

A. The government had previously restricted the number of year 10 students on site to a quarter of the year group at any time. The latest document from the government on full reopening says:

Now, the circumstances have changed. 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.

Q. What does the government mean when they say there will be 'catch-up' for students?

A. The government has spoken about £1 billion pounds to be put towards supporting students catching up. This is to be split into catch-up (£350m) and a 'national tutoring programme' (£650m) which involves online learning. At the moment we have no further details about this funding.

Next year the first step will be for academies to assess where students are in terms of their learning. This will help identify any gaps. The government have made it clear that next year schools should not re-teach all of the content as students should have been working at home. Schools are expected to find the common gaps in subjects and assist students to catch-up. This should be done within one year only. Our academy has already started to create a detailed plan of how this will be done and has discussed this with the academy governors.

Q. Another academy is doing things differently to National. Why?

A. The government have said that every academy is different and will respond in slightly different ways. The site is different as are staffing and student numbers, IT networks, policies, finance and curriculum all play a part in what decisions we make. The responses we have made are very specific to National and cannot be compared with other establishments.

Q. How will exams work for my child next year?

A. The government have indicated that exams will continue as they normally would. If any arrangements change we will inform you in due course. Students should work as normal towards their final exams with the importance of assessments and predicted results in mind.

Q. This is a lot for my child to take on board and a return to school with so many children makes them anxious. What are National doing to support the mental health of my child?

A. At National we have dedicated staff including an academy counsellor, who oversee your child's safety and well-being, such as a tutor and head of year. There will be activities to support the reintegration of students and anxiety will be discussed as part of that. There will also be an ongoing programme of mental health and well-being support provided in tutor time and personal development.

Q. Is there a chance the academy could close again?

A. Yes, but we would hope not. We are putting in place measures so that we can play our part in keeping infection numbers down. However, if the region or academy are required to close (as seen in Leicester) we have plans in place to support students and provide high quality remote learning. Finer details will be shared in September.

Q. Are we allowed meetings on site or to attend parents evenings yet?

A. We will be arranging meetings with parents again, but these will be only for absolutely essential meetings that cannot take place via the telephone. Currently, mass gatherings are not permitted and so as it stands parents evening cannot go ahead. Unfortunately we cannot accept any drop in appointments. Any appointments to meet staff must be made and agreed in advance.

Q. My son/daughter has specific needs and already has a risk assessment in place. How will you ensure my child feels supported in returning to school?

All students who have a risk assessment in place will receive a telephone call, summarising some of the main changes, before they return in September. This will be a specific phone call regarding the changes and therefore will be a structured conversation where we will mainly be sharing information. There will be a team of staff who will be making these calls. In addition, we will share the risk assessment guidance with those parents via email.

4. Contact information

In the first instance, please see our website and latest correspondence for information.

- For enquiries regarding uniform please contact: adminoffice@nationalce-ac.org.uk
- If you wish to inform us of any medical issues or long term illnesses please contact: adminoffice@nationalce-ac.org.uk
- If you are experiencing issues with Squid online, please contact: rkirk@nationalce-ac.org.uk
- For any other issues please contact: adminoffice@nationalce-ac.org.uk
- Any options changes for year 10 will be considered up to Friday 11th September only. Please contact acockerill@nationalce-ac.org.uk