



KINGSWOOD SECONDARY ACADEMY

Principal: Mrs M Newman

Gainsborough Road
Corby Northamptonshire

Telephone: 01536 741857
enquiries@kingswoodsecondaryacademy.org
www.kingswoodsecondaryacademy.org

 @KingswoodAcad

15 July 2020

Dear Parents and Students,

This letter includes a great deal of necessary information for everybody to read, understand and comply with in order for us all to have a smooth and safe start to the new Academy year. This will require a huge joint effort on all our parts as an Academy community, each of us following the new processes and guidance so that we can deliver a full education offer as possible but in the safest possible way.

Revised Operating Procedure (ROP) and associated Risk Assessments (RAs)

The ROP and RAs have been re-written and will be available to view on the Academy website by the end of the week. These documents provide the detail about how KSA will be a COVID-secure Academy under the new government guidance.

First Week Back

Please see the schedule for the first week back at the Academy below. Please ensure that you adhere to the timings as set out.

Dates	
Monday 31st August	Bank Holiday- Academy not open
Tuesday 1 st September	Staff Training- No Students
Wednesday 2 nd September	Staff Training- No Students
Thursday 3 rd September*	<i>Please arrive no more than 10 minutes before start time.</i> 8.40am Y7 9.40am Y8 10.40am Y11 11.30am Y10 12.30pm Y9
Friday 4 th September*	<i>Please arrive no more than 10 minutes before start time.</i> ▶ 8.20am – Y8 & Y10 ▶ 8.25am – Y7 & Y12/13 ▶ 8.30am – Y9 & Y11

****Students in the DSP will arrive at the normal time by 8.40 on Thursday 3rd September***

****Students attending the new alternative provision 'Shine' will arrive on Friday 4th September at 8.40***

Students will be inducted into the new routines and rituals, including lining up and being collected by tutors from their allocated outdoor zones, learning about the new guidance to keep safe and prevent the risk of Covid spreading whilst at the Academy and understanding the Academy's expectations around attendance, uniform and behaviour, especially important at this time.

Staggered start and Academy zoning

As per government guidance, the Academy has been re-zoned so that students are taught in their year groups in the same part of the Academy to reduce movement across 'bubbles' of students. As you can see from the map below, each year group 'bubble' has been allocated its own area of the Academy, its own entrance/exit, toilets and outdoor area.



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Staggered start and Academy zoning continued

When students arrive during the first week back, staff will walk students through the new routines and rituals, which include walking at 1-metre distance from each other round to their year group bubble at the 'Muster' point allocated to their tutor group outside. The tutor will then collect their tutor group and bring them into their classroom. This will be the 'new norm' and will form part of our start to the day morning routines.

N/B As per government guidance, we are not able to have students seated at 1-metre distance in classrooms but students will be kept in year group bubbles. Where students move between classes in their bubble, to lunch to collect food or to go outside to their zoned area etc. 1m distancing is required.



Drop off and Pick up

No students are allowed on site before 8:15. There will be no breakfast club before Academy during phase 1 of re-opening. This also applies to after Academy clubs for the first few weeks.

It will still be possible to drop your children off at the Academy using the roundabout system in place, but we would ask you to stick as close as you can to the staggered drop off times as detailed below. This is so that we can safely move students into their year group bubbles at 1m distance. Sixth Form students are able to arrive at any time prior to lessons starting but not before 8:15 and following the social distance measures, which are marked on the floor for all students.

7	8.25am
8	8.20am
9	8.30am
10	8.20am
11	8.30am



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Transport

The Academy bus will run as normal. Any students who take the Academy bus or any public transport must, as per government guidance, wear a mask. When students arrive at Academy they must place their mask in a plastic Ziplock bag, which they can either bring from home or collect from the Academy.

Uniform

It is expected that all students attend the Academy in full uniform as per government guidance. We will be providing year 8-10 with new ties. Year 10 into 11 retain their current tie and Year 6 into 7 will have purchased new tie as per school uniform policy. The ties are colour coded so that we can easily identify a year group, please see the images below. Finally, please note dyed hair, gel nails, nail varnish and excessive piercings including any facial piercings are not permitted as always so please ensure that no student arrives at school in September with new piercings or newly dyed hair as those students will be asked to go home before they can enter the Academy.



PE

Government guidance has stated that we cannot use changing rooms at the moment and therefore there are no facilities for students to change safely between normal school uniform and PE kit. As a result, PE (which will be heavily modified according to government guidance e.g. no contact sports etc.) will be conducted in normal Academy uniform. The only exception is that if your child has PE on that day, they should bring their trainers in a plastic bag ready to change into for PE.

N/B there will be no lockers available for students to use in order to reduce the risk of spreading Covid since there are not enough in each year group bubble. Government guidance has stated that the equipment students bring into the Academy should be minimal. More on equipment later in this letter.

Catering

There will be NO cash at all allowed on the Academy premises from September. The cash top up machines formally used by students will be removed. Therefore, all payments to student's online accounts must be made online (ParentPay) by parents prior to students coming into the Academy. ***A letter about how to register for this and top up will be sent out to you in due course.***



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Catering continued

As we are avoiding mass gatherings, we have decided not to use the atrium for year group eating. Instead students will come down on a staggered rota in their year groups to either the Sixth Form Café servery or the main Atrium servery, collect food and take back to their year group Bubbles. Students can either eat it in the designated break time classrooms or outside in their designated areas during break times. Students with packed lunches will remain in the bubble.

The counters in the Atrium and Café will be cleaned down between each year group bubble to avoid any potential contamination.

Due to the nature of the guidance, we have opted for cold and hot food, though the hot food choice will not be as extensive and will be in takeaway wrappers with individually wrapped cutlery so students can grab and go back to their year group bubbles, always following the 1m distancing.

Behaviour expectations including punctuality and attendance

The latest government guidance insists that all students should be back in the Academy from September. Whilst we acknowledge there are still anxieties, we have done all we can to mitigate the risks of Covid although we cannot guarantee of course that any student will not catch it. However, as per the ROP and Risk Assessments, we have clear protocols for dealing with any confirmed cases of Covid in order to stop the spread. The main driver will be closing a year group bubble where a confirmed case exists for the requisite period of time along with deep clean of that particular zone. Please read the ROP and RA online for detailed guidance.

It is therefore expected that all students will attend the Academy in September punctually at the staggered start times listed above.

Students who are late will need to be registered and will receive an automatic detention held in their year group bubble after the Academy day has finished on the same day. They will be collected from their classroom by the Deputy Head of Year. Students who are extremely late will need to go to student services and await collection by a member of staff who will escort the student to the relevant year group bubble. A detention will also be issued.

Attendance is a core priority for us in the coming year and more information about our expectations on attendance and punctuality will be circulated to you during the summer as part of our updated Behaviour Expectations policy.

Our insistence on impeccable behaviour will be further strengthened in September given the Covid context we are all now working in. Students unable to follow the strict rules and processes will be asked to leave the Academy immediately where behaviour is deemed unsafe and may not re-enter the Academy during the Covid period if it is deemed unsafe for them to do so. The final decision rests with the Principal in all cases who is responsible for the safety and security of all staff and Students at KSA and who will follow the Revised Operating Procedures and Risk Assessments set out.



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Equipment/Items needed

- Own water bottles (no water fountains available for use)
- Ziplock bag for mask if required
- Calculator
- Pencil Case
- 2 x Black pens (you cannot share equipment so make sure you have spares)
- 1 x Red pen
- Pencil
- Pencil Sharpener
- Rubber
- Ruler

*(Free school meal students can receive support with this. Please discuss with your head of year)

Masks

As per the government guidance, students do not need to wear masks. If you have any concerns about the wearing of masks and believe that due to a serious medical issue your child should wear one, please contact the relevant year team to discuss the need for a risk assessment.

Changes in Information

Finally, please ensure if there have been any changes to your contact information, change of address, email address, phone number etc. or if there is new information pertaining to your child's medical situation, including if closer to term starting they have had an accident warranting a personal evacuation plan, then please get in touch with your pastoral link found on the website or via the enquiries email below.

I appreciate there is a lot of information contained in this briefing letter but all necessary for a smooth start to the new school year. If you have any questions please contact the school via the following email address with any further questions or queries:

enquiries@kingswoodsecondaryacademy.org

Finally, thank you all for being so supportive of the Academy, especially these past few months and for the kind words of praise for our staff. We are thrilled to be seeing our students again in September but in the meantime, on behalf of the entire Academy, we would like you wish you all a very safe and pleasant summer holiday.

Yours faithfully,

Michelle Newman
Principal