



Forfar Academy

Re-opening Guidance for Pupils and Parents

August 2020



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Introduction

All pupils will begin to return to Forfar Academy from Wednesday August 12th 2020. At the end of May the Scottish Government announced that there would be return to school from this date and that all pupils would experience a blended learning approach with a mix of some in-school time and some time spent on remote learning at home. This will be the case until we are advised by the Scottish Government that schools can fully reopen for all pupils.

The key principles this decision and future decisions will be based upon are set out in the document Coronavirus (COVID 19) : strategic framework for reopening schools and early learning and childcare provision which is available here :

<https://www.gov.scot/publications/excellent-equity-during-covid-19-pandemic-strategic-framework-reopening-schools-early-learning-childcare-provision-scotland/>

Working with Angus Council each school has been developing plans for a blended learning return to school for pupils in August taking the following factors into consideration:

- Number of pupils we can safely accommodate in the school at any one time, based on appropriate risk assessments and ensuring social distancing of 2 metres is in place as much as possible
- Number of staff available to work in school bearing in mind that some members of staff will be shielding or unable to attend the school for health reasons
- The number of classrooms that are available and how many pupils can safely be in each classroom given social distancing guidelines
- Transport requirements
- Ensuring the Scottish Government guidance on increasing separation, decreasing integration in schools is followed
- Ensuring teachers have time to plan, deliver and provide feedback to pupils via our Forfar Virtual Academy approach to remote learning

It is important to note that across Angus and Scotland these plans will look different depending on the individual context and circumstances of each school.

What does this mean for Forfar Academy?

We want our pupils to return to full time school education as soon as possible but we need to ensure the safety and wellbeing of all of our school community when they are in the school. In most of our classrooms the number of pupils who can be safely accommodated given the national guidance on 2m social distancing is 12 for non-practical classrooms (English, Maths etc) and 10 for practical subjects (Science, Design & Technology etc). This number does vary depending on the dimensions of individual classrooms. This means that most classes we had planned to run will need to be split into two or even three groups – each group requiring a teacher and a room. This therefore means that it is impossible to have all of our pupils safely in school at the same time and why, in common with the rest of Scotland, pupils will spend some of their school week in school and some at home accessing work that is set as part of Forfar Virtual Academy.

When will I /my child be in school?

In planning who will be in school when we used the following principles to help us make decisions:

- Ensure as much as possible an equity of in-school time across each year group
- Ensure all Senior Phase pupils (S4/S5/S6) have equal access to each of the subjects they have chosen for National Qualifications
- Ensure as much as possible a broad and motivating S1 and S2 curriculum
- Ensure S3 pupils access each of the subjects they chose as part of personalising their curriculum
- Ensure adequate time for teachers to plan and deliver quality virtual learning as part of Forfar Virtual Academy for pupils to access at times they are not in school
- Ensure the school values are reflected in the model we offer

Induction Stage – week beginning 10th August 2020

The school will look very different in August. Classrooms will be set up for fewer pupils, there will be a one way system and changes to how we move about the building, changes to social areas, new routines, new school code of conduct for all members in the school to ensure safe behaviour and adjusted timetables for pupils. We will therefore be inviting pupils in at the following times to receive an induction to the new ways of working. This will be crucial to ensuring a shared understanding of our new roles and responsibilities. **Pupils will receive their new timetables during the induction days. We will ensure any pupil who is unable to attend their induction slot will receive their new timetable before Monday 18th August.** During week 1 of term pupils will be in school at the following times to receive their induction:

Week 1	Induction					
Day	Tues 11th August	Wed 12th August	Wed 12th August	Thurs 13th August	Thurs 13th August	Fri 14th August
Time	In-service Day	9-12	1:30 – 3:50	9-12	1:30 – 3:50	9-12
Year Group	Staff	S1	S3	S4	S2	S5/6

From Monday 18th August

Pupils will attend school in year groups on the following days from Monday 18th August. Each day two year groups will be in school at any one time.

Day	Mon	Tues	Weds	Thurs	Fri(am)
Periods per Day	6	6	6	6	4
Year Groups	S5/6	S4	S3	S4	S5/6
	S1	S2	S1	S2	S3

Children of key workers who have been allocated places and exhausted all other possibilities and children requiring extended support may be in school at additional times.

During in school time pupils in S4/S5 and S6 will be following the national qualification courses they have chosen. Pupils in S4/S5/S6 will have 2 periods per week of each of their chosen subjects. Pupils in S3 will have one period per week of English, Maths, PE and each of the subjects they chose to personalise their curriculum Pupils in S1/S2 will have 2 periods of English per week, 2 periods of Maths, and then at least one period a week from the following curriculum areas: Social Subjects, Modern Languages, PE, Expressive Arts, Technologies and Personal & Social Education.

In order to reduce the numbers of pupils in the corridor during class change-over we will increase the length of each period and reduce the number of each periods during the day. In the morning we will have 4 periods of 60 minutes with a break after period 2. Lunch will be after period 4. In the afternoon we will have 2 periods of 55 minutes. Please remember that on Fridays the pupil day across all Angus Secondary Schools finishes at lunchtime. The school day from August will be as follows:

Period	Time	Days
1	8:50 – 9:50	Mon - Fri
2	9:50 – 10:50	Mon -Fri
Break	10:50 – 11:10	Mon -Fri
3	11:10 – 12:10	Mon -Fri
4	12:10 – 13:10	Mon -Fri
Lunch	13:10 – 14:00	Mon - Thurs
5	14:00 – 14:55	Mon -Thurs
6	14:55 – 15:50	Mon -Thurs

Forfar Virtual Academy

During the school week when pupils are not in school they will be engaged in work set by teachers following in school time or through the virtual Teams that teachers have already set up. This work will continue to be coordinated through our Forfar Virtual Academy.

This allows for work to be set remotely, completed by pupils at home, submitted to teachers through Teams and feedback provided from teachers. More detailed information on Forfar Virtual Academy is available on the school website. This has been a successful initiative during the full lockdown stage. It is important to note that as all teachers will now be teaching throughout the school day they will have less time allocated for supporting virtual learning in this way compared to when the school was closed. Pupils will also be signposted to remote learning that is being produced nationally to support the blended learning approach.

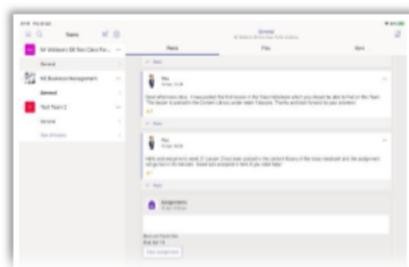


What is Forfar Virtual Academy?

School is staying closed for now. We want all of our pupils to keep learning and get a head start on their courses for next year. This guide explains to parents and pupils how we will change timetable and move up a year, what learning will look like and how to get ready.

When will it start?

Pupils moving into S4, S5 and S6 will start their



Keeping Everyone Safe

Health and Hygiene

Pupil should NOT attend school if the following applies:

- **they are displaying any of the COVID 19 symptoms (a high temperature, a new continuous cough, a loss or change in sense of smell or taste)**
- **they are required to self isolate for 14 days if a member of the household had tested positive or is displaying symptoms**
- **they are required to shield**
- **they have been contacted as part of the Test and Protect programme**

Should this be the case please contact the school on 01307 492200 to let us know.

We have a protocol and procedures in place should a pupil or member of staff become unwell and display COVID 19 symptoms while in school. These procedures follow Public Health guidelines. Should this happen to a pupil parents will be contacted and asked to collect them from the school. For this reason, we ask that all parents/carers are available to be contacted at all times when pupils are in school and we have your up to date contact numbers.

Our expectation will be that everyone in the school building will wash their hands at regular intervals and use hand sanitiser. Hand sanitiser will be available on entering the building and pupils, staff and visitors will be expected to use this any time they enter or leave the building. Hand sanitiser will also be available in every classroom.

At the end of each period of learning and before moving to another area of the school all teachers and pupils will wipe down their work station or desk area. We will be providing the necessary equipment and materials for this.

Pupil Groups

In S1 and S2 pupils will be split into groups, usually of around 10. This will be the same group they are with for most of the day. Some groups may join other groups to be in a larger class if a larger space is being used e.g. dining area, lecture theatre, games hall and outside activities. In S3-6, where pupils have made choices in their learning, pupils will be required to move between learning areas. To limit this movement, we have reduced the number of periods each day but increased the length of periods. All S4/S5/S6 classes will be timetabled as doubles to further limit the need for movement around the school. As had been the case anyway there will continue to be no bells.

Pupils will move to new learning areas when it is appropriate to do so and no bells allows for a 'soft' changeover. Pupils will be directed to the quickest way to their next class following the one way system. In every classroom desks and work stations will be set up in line with 2 metre social distancing guidelines. Pupils must sit and stay at their allocated desk unless instructed otherwise by the teacher.

In some classes pupils will be required to move around whilst maintaining social distancing and must carefully follow teacher's instructions so this is done in a safe manner. Movement about a classroom will be kept to a minimum.

Uniform

We understand that we will need to be more flexible about uniform for a number of reasons. Until we are back to normal ties do not need to be worn. **We would ask that pupils continue to wear white shirts or polo shirts / black jumpers or sweatshirts / black trousers, leggings, skirts.** At the moment the school PE kit is not available to purchase. If pupils do not have school kit or have outgrown it the PE kit required will be a **t-shirt/ shorts/ sports leggings/ trainers.** Most PE will be taking place outside. We will not be able to access changing rooms safely so on a day a pupil has PE **they can come to school in their PE kit.**

Equipment

Pupils should bring their own pencil case with all necessary equipment with them from class to class. Pencil case equipment should not be shared. **During the Induction visits we will provide every pupil with a basic pencil case which they should bring to every class.**

Please note that due to the need to increase separation and reduce integration lockers will be unavailable for use for as long as the current restrictions are in place.

The New School Day

In order to avoid large numbers of pupils congregating and ensure social distancing pupils should arrive at school from 8:30 – 8:45. Pupils should use the school pupil entrances only. We would ask that pupils do not arrive before this time. On arrival at school pupils will wash hands, use hand sanitiser and go directly to their first period class. They should not hang around in the Atrium or wait for friends. Period 1 will start at 8:50am.

If a pupil is late for school they should enter the school by the main campus door where they will be signed in. They should wash hands and use the hand sanitiser provided before going directly to class. Should a pupil arrive late more than once during a week without a legitimate reason we will contact parents to let them know and ask for support to ensure good timekeeping.

In the morning there will be four periods of 60 minutes, a break after period 2 and a 50 minute lunch period. Following lunch there will be two periods of 55 minutes. At the end of each period pupils should wait to be released by their teachers who will be ensuring pupils are released in a staggered manner to avoid build-up of pupils in the corridors.

We are finalising arrangements for lunchtime which will be very different to our previous set up. It looks like the canteen will be serving hot snack options and cold options and will probably be based on a “Grab and Go” approach to reduce queuing. We expect that groups of pupils will be allocated different areas inside the building to eat lunch to ensure there is no overcrowding in the Atrium and so social distancing will be respected. When the weather is good we will encourage all pupils to spend lunchtime in the school grounds and ensure social distancing. At the moment we anticipate that pupils will not be allowed to leave the school campus at lunchtime. This is to reduce the risk of social distancing not being observed and pupils coming into contact with a wider number of people. We will be able to share these arrangements with pupils during the induction week.

At the end of the school day pupils will be released in a staggered manner and should leave the school directly by the main pupil doors. They should not wait for friends in the Atrium.

Moving Around the Building

We will be introducing a one-way system throughout the school to avoid unnecessary contact in corridors. All pupils, staff and visitors will be required to follow this system and ensure social distancing at all times in corridors. When pupils arrive for school in the morning all stairs will be up only and then down only at the end of the day. At other times different stairs will be designated as up or down only. These will be clearly signed. Pupils will be introduced to this system on their induction week. Lifts will continue to be limited to those pupils and staff members who are unable to use the stairs. Pupils will require to be in class at all times and access to break out areas will be strictly controlled by teachers.

Lifts

Lifts should only be used by pupils and staff who have a clear reason for using them. Hand sanitiser will be available at the lifts and should be used before calling for the lift and entering the lift. In most cases only one person should be in a lift at any time. We will put individual plans in place for pupils who require support to access and use the lifts safely

Toilets

We are finalising our procedures for access to toilets. The use of toilets will need to be tightly monitored to try and ensure social distancing as much as possible. Pupils should be aware that there may be a queue for toilets and that social distancing must be observed when waiting. All pupils should wash their hands and use hand sanitiser after using the toilet. We will put in place arrangements for those young people who will require immediate access to toilets due to medical conditions. We will share procedures for accessing toilets during the induction visits.

Transport and Getting to / Leaving School

Pupils who are walking to and from school will be expected to social distance from other pupils not from their same household for as long as this remains the advice from the Scottish Government. Please also see the information above about the start of the school day.

For those pupils who require school transport we will let you know the arrangements as soon as have them. We are working with the council transport team on this. Buses will not be able to transport the same amount of pupils on each bus to ensure social distancing measures are in place.

Pupils who use public transport to get to school will be required to follow the latest Scottish Government safety guidance which may require the use of face coverings. At the moment we would advise that alternative transport arrangements are considered to avoid using public transport.

For parents who drop off their children by car we will develop a drop off system in the school car park. Please make sure you adhere to the signs to avoid increased interaction between pupils. After pupils have been dropped off, they are expected to maintain a 2 metre distance from those outwith their household at all times.

Revised School Code of Conduct

In order to keep everybody safe we will be operating a revised code of conduct which will apply to all pupils. All pupils will be expected to follow this code of conduct at all times (please see the note below regarding arrangements for our pupil who attend the Hub or have particular additional support needs).

The code is very straightforward and is as follows:

1. Maintain 2m social distancing at all times
2. Cooperate with teachers and follow their instructions
3. When you have a class, stay in class
4. Follow the one-way system and restrictions on movement that are in place
5. Treat everyone within the school with respect and integrity

Pupils will be introduced to this code during the Induction Days and we ask you to discuss this and reinforce the importance of these simple expectations. If a pupil does not keep to the code or behaves in a way that puts the safety of others in the school at risk parents may be asked to collect them from school and a meeting will be arranged to discuss what would need to be put in place to allow a safe return to school. We thank you in advance for your support in applying this code of conduct.

Support for Pupils

We know that for some of our pupils, particularly some of our young people with additional support needs or who attend the Support Hub, there will be challenges in following the code of conduct and understanding some of the changes that will be in place in August. We will be putting in place individualised approaches and support for those pupils. For pupils who attend the Support Hub teachers will be talking to you and your children about what these will look like before the return in August. They will share how classes in the Hub will be structured, individual plans and when the children will be in school.

For other parents, if you think that there are aspects of the changes in August that your child may find difficult please email your child's Pupil Care and Support teacher to discuss further. They will do everything they can to support you plan a smooth return to school for your child.

We know that the lockdown experience will have been very different for every one of our pupils and our extended support team will be on hand to support our young people move forward and adjust to new routines and ways of working.

SQA

SQA results are due on 4th August 2020 and we would encourage all of our pupils waiting on results to sign up to MySQA so they receive the latest news and updates. Before the start of the new term we will share further information with pupils and parents about the process for appeals which has been reintroduced this session due to the cancellation of exams. We are waiting for further detail on this from SQA.

At the same time we will also share our procedures for pupils who may require to make changes to their choices for next session in the event they have done better or not as well as anticipated.

Finally

As you will all know we have all been dealing with a fast changing situation where advice and guidelines can change quickly. This makes planning for the future, even in the short term very difficult.

All the plans we have shared with you here could be subject to major and significant change should guidance and advice change between now and August. Should this be the case we will keep you up to date as best we can.

Please be reassured that all the decisions and plans above have been driven by our commitment to provide a safe and positive environment for our whole school community. We know that these arrangements will cause some challenges for some of our families. We have done all we can to try and minimise the impact of these but still ensure the safety of all. We would like to thank you for the tremendous level of support you have shown your children and the school during such an unprecedented time of challenge.

We are very proud of each and every member of our school community – pupils, parents and staff and we can't wait to see our young people begin to return to school in August. We have missed them all.

