



**Ark Acton  
Academy**

**Ark Acton Academy  
Arrangements for preparing for Tiers 1-4:  
National interventions  
(local restrictions).**

**September 2020**

## **Ark Acton Academy Tier 1 -4 arrangements – information for parents and carers.**

The government has provided schools with planning guidance on what provision should be in place should local or national restrictions come into force.

This guidance is designed in 4 tiers or layers that detail what type of provision schools should run. The school will communicate with all parents and carers as soon as we know what Tier is being implemented but ask all parents and carers to acknowledge that this could well be a sudden decision with minimal time to communicate.

This document therefore is designed to provide parents and carers with an overview of the 4 tiers and what that means for their child.

- **Tier 1** – the academy will remain open to all students but additional control measures will be in place.
- **Tier 2** – the Academy will operate a rota system so that only half of each year group are onsite at a time.
- **Tier 3** – the majority of students will be working from home, with vulnerable, key worker and selected year group students onsite.
- **Tier 4** – all students will be working from home with the exception of vulnerable and key worker children.

## Tier 1

### Summary

- The Academy remains fully open to all students every day.
- Stricter control measures are in place to reduce the risk of transmission of Coronavirus.
- The Academy continues to arrange year groups into bubbles with segregated spaces.

### School actions when asked to implement Tier 1

1. Ensure key messages are communicated to students, parents and carers as soon as possible.
2. Ensure Regional Director remains fully abreast of any changes to provision
3. Update the academy behaviour policy Covid addendum and publish on academy website.
4. Update the Academy Risk Assessment
5. Complete any DfE attendance processes daily
6. Cancel any co-curricular clubs that are running after-school.

### Additional information

<b>Is a rota system in place?</b>	No, all students attend school each day unless they are self-isolating.
<b>How is the academy kept clean?</b>	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: <a href="#">covid-19-decontamination-in-non-healthcare-settings</a>
<b>Are face coverings compulsory?</b>	Yes. All students and staff are required to wear face coverings whilst occupying communal indoor spaces; such as corridors and dining halls, as well as in instances where social distancing cannot be easily maintained. Face coverings in classrooms are not compulsory in Tier 1.
<b>What will be in place to ensure students can continue to work at home?</b>	<p>The academy will follow its usual homework policy via Show My Homework.</p> <p>Booklets are used in lessons and for homework to ensure all students receive the same level of instruction. All booklets are on Show My Homework.</p> <p>If individual or small groups of students have to self-isolate, they will access their classwork via Show My Homework and be expected to attend all lessons remotely via MS Teams. Teachers will broadcast their lessons via teams where needed.</p> <p>If an entire bubble has to self-isolate, these students will follow their normal school timetable and access virtual lessons via MS Teams.</p>
<b>How will the Academy ensure safety is a key focus?</b>	Academy risk assessment reviewed and revised if Tier restrictions change.

## Tier 2

### Summary

- The Academy remains open but is running a rota system so that no more than 50% of the school are onsite at any one time. This will be run as two equal bands within each year group. So for example, Year 7 Band A will be onsite Week 1 and Year 7 Band B will be working at home during Week 1. They will then swap over for Week 2 and so on.
- Year 11 will remain on site each day to protect their exam preparation.
- Stricter control measures are in place to reduce the risk of transmission of Coronavirus.

### School actions when asked to implement Tier 2

1. Ensure key messages are communicated to students, parents and carers as soon as possible.
2. Ensure Regional Director remains fully abreast of any changes to provision
3. Update the academy behaviour policy Covid addendum and publish on academy website.
4. Update the Academy Risk Assessment
5. Complete any DfE attendance processes daily
6. Operate a one week in school, one week at home timetable for Years 7-10 and the 6th form.
7. Ensure siblings are in the same rota group to reduce risk of transmission and make it easier for families.
8. Issue meal vouchers to students who qualify for FSM.
9. Priority groups integrated into their rota groups when on site. When their group is rota'd to be at home, they will be kept separately from other pupils onsite and complete their work as set on SMHW.

### Additional information

<b>How is the academy kept clean?</b>	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: <a href="#">covid-19-decontamination-in-non-healthcare-settings</a>  High touch areas addressed in between rota group attendance on site
<b>Are face coverings compulsory?</b>	Yes. All students and staff are required to wear face coverings whilst occupying communal indoor spaces; such as classrooms, corridors and dining halls, as well as in instances where social distancing cannot be easily maintained
<b>What will be in place to ensure students can continue to work at home?</b>	All work and online resources the Academy will use for when a bubble is rota'd to be at home will be on Show My Homework. Students will continue to follow their academy timetable when at home.  All year groups will receive live teaching via MS Teams when they are at home as per their scheduled timetable where this is possible. Should staff absence increase then live lessons will be diverted to exam year groups in the first instance and all other year groups will have narrated PowerPoints and workbooks for their week at home.
<b>How will the Academy ensure safety is a key focus?</b>	Academy risk assessment reviewed and revised if Tier restrictions change

## Tier 3

### Summary

- Priority groups (critical workers' and vulnerable children) and selected year groups (determined by DfE) to be offered full-time on-site education.
- All other students to be working at home as per the weekly school timetable.

### School actions when asked to implement Tier 3

1. Ensure key messages are communicated to students, parents and carers as soon as possible.
2. Ensure Regional Director remains fully abreast of any changes to provision
3. Ensure there is a full week-by-week programme of work on SMHW for each year group and review completion every Friday.
4. Update the academy behaviour policy Covid addendum and publish on academy website.
5. Update the Academy Risk Assessment
6. Complete any DfE attendance processes daily
7. Issue meal vouchers to students who qualify for FSM
8. Form tutors to carry out weekly phone calls home to check on welfare and work completion.

### Additional information

<b>How are students organised?</b>	Priority groups formed as one bubble Specific year groups organised into bubbles. Same principle of keeping bubbles separate applies.
<b>How is the academy kept clean?</b>	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: <a href="#">covid-19-decontamination-in-non-healthcare-settings</a>  High touch areas addressed in between rota group attendance on site
<b>Are face coverings compulsory?</b>	Yes. All students and staff are required to wear face coverings whilst occupying communal indoor spaces; such as classrooms, corridors and dining halls, as well as and in instances where social distancing cannot be easily maintained
<b>What will be in place to ensure students can continue to work at home?</b>	All work and online resources the Academy will use will be on Show My Homework. Students will continue to follow their academy timetable when at home.  All year groups will receive live teaching via MS Teams when they are at home as per their scheduled timetable where this is possible. Should staff absence increase then live lessons will be diverted to exam year groups in the first instance and all other year groups will have narrated PowerPoints and workbooks. All work will be on Show My Homework.
<b>How will the Academy ensure safety is a key focus?</b>	Academy risk assessment reviewed and revised if Tier restrictions change

## Tier 4

### Description

- Only priority groups are onsite. All other students are at home.
- All students complete their weekly work set at home and submit via SMHW for review.

### School actions when asked to implement Tier 4

1. Ensure key messages are communicated to students, parents and carers as soon as possible.
2. Ensure Regional Director remains fully abreast of any changes to provision
3. Update the academy behaviour policy Covid addendum and publish on academy website.
4. Update the Academy Risk Assessment
5. Complete any DfE attendance processes daily
6. Ensure all qualifying students receive FSM vouchers.

### Additional information

Category	Tier 4
How are students organised?	Priority groups formed as one bubble
How is the academy kept clean?	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: <a href="#">covid-19-decontamination-in-non-healthcare-settings</a>  High touch areas addressed in between rota group attendance on site
Are face coverings compulsory?	Yes. All students and staff are required to wear face coverings whilst occupying communal indoor spaces; such as classrooms, corridors and dining halls, as well as in instances where social distancing cannot be easily maintained
What will be in place to ensure students can continue to work at home?	All work and online resources the Academy will use will be on Show My Homework. Students will continue to follow their academy timetable when at home.  All year groups will receive live teaching via MS Teams when they are at home as per their scheduled timetable where this is possible. Should staff absence increase then live lessons will be diverted to exam year groups in the first instance and all other year groups will have narrated PowerPoints and workbooks. All work will be on Show My Homework.
How will the Academy ensure safety is a key focus?	Academy risk assessment reviewed and revised if Tier restrictions change