



THE WELLS ACADEMY

Be Kind. Work Hard. Achieve Greatness

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Dear Parent/Carer,

Firstly, I hope you and your family are well and managing through these challenging times. I am delighted to be writing to you about the plans for students to return to school from Monday 8th March. Before I go through the details of the re-opening plans, I would like to take this opportunity to thank you all for your overwhelming support over this lockdown period.

I realise there is a lot of information in this letter, but I know you will appreciate being made aware of the detailed planning for the re-opening of the Academy.

Student phased return

To ensure that students can return to the Academy safely and all requested COVID tests can be completed, students will be returning in a phased manner with all students returning to the Academy by Thursday 11th March. The government has asked that Year 10 and 11 be prioritised for the re-opening, therefore these year groups will return first. The return schedule will be as follows.

	Monday 8th March	Tuesday 9th March	Wednesday 10th March	Thursday 11th March	Friday 12th March
Year 7	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS	Return to the Academy Arrive 8:30am	Normal Academy day Arrive 8:30am
Year 8	Live lessons via TEAMS	Live lessons via TEAMS	Return to the Academy Arrive 8:40am	Normal Academy day Arrive 8:40am	Normal Academy day Arrive 8:40am
Year 9	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS	Return to the Academy Arrive 8:45am	Normal Academy day Arrive 8:45am
Year 10	Return to the Academy Arrive 8:40am	Normal Academy day Arrive 8:40am	Normal Academy day Arrive 8:40am	Normal Academy day Arrive 8:40am	Normal Academy day Arrive 8:40am
Year 11	Live lessons via TEAMS	Return to the Academy Arrive 8:30am	Normal Academy day Arrive 8:30am	Normal Academy day Arrive 8:30am	Normal Academy day Arrive 8:30am
AP	Return to the Academy Arrive 8:30am	Normal Academy day Arrive 8:30am	Normal Academy day Arrive 8:30am	Normal Academy day Arrive 8:30am	Normal Academy day Arrive 8:30am

During the week commencing 8th March, those students who have not yet returned to school will continue to follow their remote learning in the form of 'Live lessons' via Microsoft TEAMS. Upon returning to the Academy all students will be given a refresher on the COVID measures and the Academy expectations regarding behaviour and learning.



Our rationale for bringing Year 10 back before Year 11 is as follows:

- Year 10 have missed the most face-to-face teaching since September, due to multiple bubbles closures.
- Year 10 have had the lowest rates of engagement with the remote learning.
- Year 10 have five GCSE lessons on Monday whereas Year 11 have 3 GCSE lessons and 2 lessons of core PE.

Start and finish times

Student start and finish times will remain the same as before the Christmas break. This will help to ensure that year group bubbles are kept separate, whilst in school.

Year	Start of day	End of day
7	8:30am	3:05pm
8	8:40am	3:10pm
9	8:45am	3:15pm
10	8:40am	3:20pm
11	8:30am	3:20pm
AP	8:30am	2:20pm

Asymptomatic COVID testing

The government are requiring schools to offer asymptomatic COVID testing to all students and staff in the form of lateral flow tests (LFT). Testing is **voluntary** and consent must be obtained by a parent/carer for any students under the age of 16. The academy sent out a the link for consent forms last week and has received the requests. Schools are required to carry out the first **three** LFT tests on school site, within the first three weeks of returning. Students will then be required to be tested twice a week, reporting any positive results to the Academy. Students will be provided with two LFT tests a week, to complete at home, once the in-school testing has been completed.

Students who have requested and consented to a test will be sent a 15-minute appointment window indicating the date which they must come to the Academy to complete their first COVID test. This appointment slot will be sent, via text, **today** (1st March). Any student requesting COVID testing will not be allowed in lessons until they return a negative test. It is therefore important that all students complete their first test, **before they are due to return to school**. We strongly recommend that all students wear a face mask whilst undertaking their test. The testing schedule has been added to the end of this letter.

As the testing is for asymptomatic cases only, students who are displaying symptoms must self-isolate and remain at home for the duration of the self-isolation period. Students who test positive using the LFT must self-isolate and book a PCR test from their local COVID testing site to confirm the positive test. If the result of the PCR test is positive then the student must remain self-isolating, along with their household and anyone identified as a close contact, until the end of the 10-day period. If the PCR test is negative, the student, and all close contacts, may return to school if they are not displaying any COVID symptoms.

As a result of any positive LFT tests the Academy will be required to undertake a tracing activity and those identified as a close contact will be required to self-isolate for 10-days or until a negative PCR test is returned from the person who originally tested positive. It is therefore likely that there will be further groups of students or classes/year group bubble who will be required to isolate. A full remote learning package will be made available to them during this period.



Arrangements for week commencing 1st March

Due to the need for students and staff to be tested before returning, alongside the need for staff to undertake training on the COVID procedures there will be some changes made to the remote learning offer w/c 1st March. These changes will provide staff with the time for the necessary preparation and training to take place in order to support the safe reopening of the Academy. See the timetable below:

	Monday 1st March	Tuesday 2nd March	Wednesday 3rd March	Thursday 4th March	Friday 5th March
Year 7	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS
Year 8	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS
Year 9	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS
Year 10	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS
Year 11	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS
AP	Live lessons via TEAMS	Live lessons via TEAMS	Live lessons via TEAMS until 12:15pm then work set via TEAMS to complete	No live lessons. Remote learning work set via Teams	Live lessons via TEAMS

Wednesday 3rd March: All students will have 'live' lessons as normal until 12:15pm (P3). Students will then be set work via Microsoft TEAMS to complete online for P4 & P5.

Thursday 4th March: All students will be set work via Microsoft TEAMS to complete throughout the day. There will be no 'live' lessons.

COVID risk assessment & operating procedures

The Academy will continue to operate under a COVID risk assessment and COVID operating procedures. To view the documents in full please follow the [LINK](#).

Use of face coverings

The Government guidance on the use of face coverings have been revised. This now includes the recommendation for students to wear face coverings in the classroom as well as other areas where social distancing may be difficult to observe. Although the wearing of face coverings is not mandatory, it is highly recommended to limit the potential for further infection.

If you would like your child to wear a face covering whilst in school, then please ensure they are provided with one available to them. The Academy will only keep a small supply of face masks in the event of an emergency, so if students do not bring one in, they are not likely to be able to obtain one from the Academy.

If you **do not** wish your child to wear a face covering, we ask that you inform the Academy as soon as possible so that we can revise our risk assessments.

Based on the new Government guidance, students will not be permitted to wear a visor without the use of an additional face covering.



Attendance Expectations:

The government has announced that from Monday 8th March 2021 parents/carers must send their child back to school.

Our expectations are that every student has 97% attendance and strives to achieve 100%.

All students are expected to attend school every day, on time unless the reason for the absence is unavoidable. Our attendance standard is 97% and any attendance below that will incur a level of intervention to support students and families. The Government guidance has made it clear that attendance to school is now mandatory. Students who are healthy and able to return but choose not to will have their absence recorded as unauthorised. Remote learning will not be set for any students whose absence is unauthorised.

Why regular attendance is so important

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Student absence also disrupts teaching routines so may affect the learning of others in the same class as well as the student themselves. If a student's attendance drops below 90%, the student will have missed over 95 lessons in a year, significantly impacting their potential to learn.

Ensuring students attend regularly at school is a parent/carer's legal responsibility.

Our expectations of students and parents/carers are as follows:

Students:

- To attend the Academy every day no later than the designated start time.
- To arrive on time for all lessons
- To be appropriately prepared for the Academy day, *Perfect uniform* and *Ready to Learn*
- To inform their tutor/other member of staff of any reason that affects regular attendance.

Please note there will be a same day sanction issued if your child is late to school or arrives late to lessons.

Parent/Carers:

- To ensure their child attends the Academy every day
- To ensure that their child attends the Academy on time at their designated time
- To contact the Academy by 8:30am on the first day of their child's absence and on all subsequent days of absence
- To contact the Academy in advance to inform the appropriate member of staff if they know of any reason or problem that may affect their child's regular and punctual attendance
- To provide additional evidence as and when requested to support absence.



Attendance monitoring

The student care team will be closely monitoring the attendance of all students at the academy and will act accordingly should attendance become a concern. Our attendance expectation is 97% and any attendance below that will incur a level of intervention to support students and families.

The below table shows the level of monitoring families can expect:

	Description	Consequence
Green	Good Attendance	100% to 98%
	Good Punctuality	No Late Marks
Yellow	Attendance Causing Concern	98% - 96% (4 sessions in first half term)
	Punctuality causing concern	Late to school or lessons on 3 occasions in a half term
Orange	Attendance Support	96% - 94% (8 sessions in first half term)
Light Orange	Punctuality Support	Late to school or lessons on more than 3 occasions in a half term
Red	At Risk of PA	Less than 94% More than 8 sessions in first half term
	Legal Stage	<90%

Every absence will be followed up by the Academy daily through phone calls, home visits and meetings with parents.

We expect parents/carers to contact the school on the first day of an unplanned absence.



The Wells Academy Behaviour Expectations

The Wells Academy has high standards and expectations when promoting positive behaviour for learning. It supports our core purpose: **To empower the Wells Academy community to achieve greatness.** We believe that all our students have the right to learn in a calm, orderly, safe and purposeful environment. Therefore, the Academy expects all students to:

Be polite using STEPS

STEPS stands for:

1. Saying 'Sir' or 'Miss' - every time
2. Saying 'Thank you' - every time
3. Saying 'Excuse me' - every time
4. Saying 'Please' - every time
5. **Smile** - every time we greet a person inside or outside of school

Sir or Miss

Students always refer to members of staff as Sir or Miss. It's a sign of respect. It's polite. Students never forget to say Sir or Miss at the end of their sentences. All staff treat all students with respect and are extremely polite. All students always treat all staff with respect and are extremely polite.

Thank you

Within the Academy all members of the school community will hold doors open for one another. Students will let people pass in front of them, they don't barge past, and they politely let people pass. If somebody drops something, students will help them pick it up, they pass books along carefully, efficiently and politely. Students will queue for lunch politely and efficiently, in a single file and they have their eyes facing the front. These are all signs of mutual respect which are always followed by a polite "Thank you".

Excuse me

Students will never push past or interrupt people. If they want to get past, they say "Excuse me" politely. Then they wait patiently if necessary. Similarly, if they want to talk to somebody, a teacher for example, they say, "Excuse me sir/miss. Do you have a minute? Could you help me with something?" Students will not take others for granted. They will be polite. They are especially polite and respectful in corridors, on the stairs and when queuing. When queuing, students will remain in single file, eyes front. They don't talk. They do what they have to do smoothly and efficiently. They will be polite to students in lessons, students they don't know, and to all members of staff. That includes office, catering and cleaning staff. **There are no exceptions.**

Please

Students and staff show gratitude every day and in every interaction they have. We say Sir/Miss, Thank you, Excuse me and Please naturally.

Smile

At Wells we always smile. Students and staff are polite and welcoming. When students greet somebody, they will smile, when a teacher says hello in the corridor students will reply with a "Hello Miss!" or "Morning Sir!" and smile. We are professional. When students go for interviews, whether that's for college, for university, an apprenticeship or for jobs, people are immediately impressed by their good eye contact, the way they smile and the way they articulate themselves.



Demonstrate the Academy's Six Learning Habits 100% of the time

Our six learning habits are:

Habits	Our expectations
1) In school, on time	All students have at least 97% attendance and strive to achieve 100%.
2) Perfect Uniform	All students wear the correct uniform and wear their uniform with pride every day
3) Ready to learn	All students have the right equipment and bring their equipment to school every day
4) S.L.A.N. T -Sit up -Listen carefully -Ask and answer questions -Never interrupt the teacher -Track the teacher	All students, in every lesson, will be expected to sit up straight, ask and answer questions, never interrupt the teacher and track the teacher by keeping their eyes on the teacher when the teacher is sharing knowledge and giving instructions.
5) First time every time	All students will follow all instructions first time every time without arguing with the member of staff.
6) Right place, right time, doing the right thing	All students will be where they are supposed to be, demonstrating the six habits and being their best selves.

Students on their return will be expected to demonstrate our six learning habits which we believe every student can demonstrate.

In doing so, each student will thrive at the Academy and will have the knowledge, skills and understanding they need to be successful at college, university, apprenticeships and in the professional world of work.

We have a zero approach to disturbing learning

We do not allow learning to be disrupted by other students choosing to display poor behaviours. Learning is at the heart of everything we do. We are committed to ensuring that our students gain the knowledge, skills and understanding to achieve their greatness and ensure they are and highly employable and ready to lead happy and successful lives. To achieve this, all students are expected to demonstrate the 'Wells Academy Learning Habits' 100% of the time.

At Wells, we will have a two-stage consequence process for managing disruptive behaviour in the classroom:

<p>Stage 1: <u>First Warning</u></p> <p>Students who display any of the behaviours opposite during a lesson will be issued with a first warning and gain 5 negative points.</p>	<p><u>This is not a definitive list:</u></p> <ul style="list-style-type: none"> • Calling out when not asked to • Making inappropriate noise • Refusal to follow instructions first time every time • Refusing to sit where told first time every time • Ignoring or arguing with your teacher • Interrupting whilst someone is talking • Chatting • Fussing • Drumming on a table using hands or equipment • Using inappropriate language • Inappropriate comments • Inappropriate gestures
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KINDNESS



RESILIENCE



GREATNESS

	<ul style="list-style-type: none"> • Laughing when someone gets an answer wrong • Chewing gum anywhere in school • Distracting others • Mocking or teasing other students • Poking or prodding others • Throwing objects
<p>Stage 2: <u>Removal from lesson</u></p> <p>Students who have failed to correct their behaviour after a first warning, will be removed from the lesson, lose their recognition points, gain 10 negative points and will need to complete a 40minute same day detention.</p>	<p><u>This is not a definitive list:</u></p> <ul style="list-style-type: none"> • Teacher will use 'on call' using class charts • Teachers will provide the name of student, location and outline of reason • The on-call member of staff will calmly and quickly enter your classroom, quietly ask the student to follow them and leave. • The adult will always respond calmly and speak quietly. • Students will be removed from the lesson and placed in Remove. • In the Remove provision, students will be engaged in self-quizzing retrieval practice using knowledge organisers or private reading of an appropriate text. • Parents/carers will be notified of the removal via text • Students will receive a 40-minute same day detention as a consequence for on call. • If a student is removed from lessons twice in one day, they will be placed in our IEP and receive a 60-minute SLT detention. • If students refuse to leave the lesson this would immediately escalate to time in IEP or a Fixed Term Exclusion (FTE) if student refuses to follow instructions. <p><u>All students receive a fresh start next lesson.</u> If a student is removed more than once in any given week, the sanction will be escalated by the Key Stage Leads according to the Academy Behaviour for Learning Policy.</p> <p>If a student receives repeat warnings, more than two on calls in a day, repeated stays in IEP or repeated FTE, parent/carers will be invited to attend a meeting on the same day as the incident to discuss the concerns and resolve the matter.</p>

For further details please refer to our Behaviour for Learning Policy which can be found on the Academy Website.

We are excited to have our students safely return to the Academy. Thank you once again for your continued and ongoing support. Please get in contact if you require any further information.

Kind regards,



Mr Shepherd - Proud to be Principal of The Wells Academy



