



26th August 2020

Parent/Carer of

REF:200826PDI/JTY

Dear Parents/Carers

RE: Opening Bradford Academy September 2020 –Secondary Operational Delivery

Before the summer break, I wrote to inform you of the initial planning regarding the opening of the Secondary phase. Following the governors board meeting I can now confirm these arrangements below. As you can imagine this has been a difficult task and I would like to thank you in advance for your continued support and understanding. The planning reflects the guidance from the government and I suggest you take time to read the full guidance document.

The link to the full guidance is here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The narrative below explains how the Academy will operate day-to-day.

Key points Secondary

- Year groups are in bubbles and these bubbles form a “school”. Guidance deems that these bubbles do not need to social distance.
- Each school is zoned in specific areas of the building to limit movement only within that zone as much as possible.
- Each “school” contains staff who remain within their “school” where possible and move across schools only when specific teaching is required (specialist subject teaching that cannot be delivered by another teacher). Guidance states all staff must maintain social distance.
- There is a broad and balanced curriculum offer within the boundaries of the guidelines and availability of staff.
- Learners move within their zones or to specialist areas; teachers move to them.
- If specialist areas are required, (eg technology) then staff collect learners, escort to specialist rooms, and then deliver back to zone.
- There are staggered starts and ends of lessons to minimise contact between schools.
- Designated entry and exit points to minimise contact between schools.
- Designated areas for break to minimise bubble contact – shared venues cleaned between breaks.
- Learners MUST attend with a facemask to wear when travelling in the Academy in public areas. The masks should be plain and not offensive and should only cover the nose and mouth. If your child has a medical exemption then please ensure evidence of this is provided on the first day.
- Toilet attendant to manage toilet use.
- John Craig Centre identified for DSP learners.



The start of Term.

Learners will begin the year with a staggered start, as school will feel like a very different place to that which learners left in March, and learners will need induction on the health and hygiene protocols we have put in place.

The start dates will be as follows:

Thursday 3 rd September	Years 7 only
Friday 4 th September	Years 7, 12 and 13 only
Monday 7 th September	Years 7, 11 and 12 13 only
Tuesday 8 th September	Years 7, 10, 11, 12 and 13 only
Wednesday 9 th September	Years 7, 8, 9, 10, 11, 12 and 13

I will be communicating separately to the learners accessing the DSP/AP provision regarding start dates and times.

The government has made it clear that attendance is mandatory so your child must attend.

What will school be like in September?

Learners will be organised into year group bubbles and will remain in an area of the building designated as their zone. In the main, staff will be allocated to bubbles but as the government has deemed all learners should receive a broad and balanced curriculum, some subject teaching will require specialist teachers to cross bubbles. This is acceptable as staff will be social distancing from learners when delivering lessons and from each other when in the building.

At Key Stage 3, learners will be placed in groups, which they will stay in until the restrictions on schools are lifted. Due to the principle of keeping movement to a minimum, there will be no opportunity for swapping of groups.

At Key Stage 4, learners will be allocated to groups and will only move their groupings when in Option subjects. Some lessons may take place in specialist rooms, where additional hygiene routines will be in place.

Our DSP PD learners will form a separate bubble that will be zoned in the John Craig Centre. The arrival and departure times for learners will depend on transport and learners will be contacted individually to confirm these arrangements.

As per guidance, classrooms will be set up with minimal furniture, all desks facing the front and cleaning stations available in all rooms. Learners will not be expected to social distance between themselves but group work and movement will be limited. Learners will not have contact with any other Year group bubble. Whole school gatherings will not be happening but collective worship will continue in classrooms. Sadly, parent events are postponed until further notice. Learners will continue to receive a broad and balanced curriculum; however, they may notice some changes to the way lessons are delivered.



Learners will have designated times each day for arriving and leaving so that bubbles arrive at different times. There will also be arrangements in place to ensure bubbles do not cross over during the lunch break. The details of your child’s arrangements are below. Please read these carefully and familiarise yourselves with the arrival and departure times. When arriving and leaving school all learners **MUST USE THE TEASDALE STREET ENTRANCE.**

Operational Delivery Secondary: Monday – Thursday

	Zone	Entry and Exit point	Start timings of the Day	Breakfast arrangements	Arrangements for Lunch	Finish Time
Year 7	Humanities Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 7.30 for 8.00 start	Pick up from forum	10.30 to 11.00 Forum	2.00pm
Year 8	English Hub and adjoining classrooms	Teasdale street then 8/11 entrance	Arrive 7.45 for 8.00 start	Pick up at Bagel station	10.30 to 11.00 Cafe mojo	2.00pm
Year 9	Science Corridor F1 –F12	Teasdale street then main entrance	Arrive 8.30 for a 9.00 am start	Pick up from café Mojo	12.30 to 1.00 Cafe mojo	3.00pm
Year 10	Spanish Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 8.30 for a 9.00 am start	Pick up from bagel station	12.30 to 1.00 Forum	3.00pm
Year 11	Maths Hub and adjoining classrooms	Teasdale street then 8/11 entrance	Arrive 8.00 for an 8.30 am start	Pick up from bagel station	11.30 to 12.00 Cafe mojo	2.30pm
Post-16	GDS Building and designated rooms	Teasdale street	Arrive 8.00 for an 8.30 am start	Delivered to GDS Building	11.30 to 12.00 delivered to GDS Building and designated rooms	2.30pm



Delivering the National School Breakfast Programme

Operational Delivery Friday

	Zone	Entry and Exit point	Start timings of the Day	Breakfast arrangements	Arrangements for Lunch	Finish Time
Year 7	Humanities Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 7.30 for 8.00 start	Pick up from forum	10.30 to 11.00 Forum	1.30pm
Year 8	English Hub and adjoining classrooms	Teasdale street then 8/11 entrance	Arrive 7.45 for 8.00 start	Pick up at Bagel station	10.30 to 11.00 Cafe mojo	1.30pm
Year 9	Science Corridor F1 – F12	Teasdale street then main entrance	Arrive 8.30 for a 9.00 am start	Pick up from café Mojo	12.30 to 1.00 Cafe mojo	2.30pm
Year 10	Spanish Hub and adjoining classrooms	Teasdale Street then Y7 entrance	Arrive 8.30 for a 9.00 am start	Pick up from bagel station	12.30 to 1.00 Forum	2.30pm
Year 11	Maths Hub and adjoining classrooms	Teasdale street then 8/11 entrance	Arrive 8.00 for an 8.30 am start	Pick up from bagel station	11.30 to 12.00 Cafe mojo	2.00pm
Post-16	GDS Building and designated rooms	Teasdale street	Arrive 8.00 for an 8.30 am start	Delivered to GDS Building	11.30 to 12.00 delivered to GDS Building and designated rooms	2.00pm

Key Information

- Uniform is required from the first day of term. As communicated previously blazers are optional as these are considered ‘Hard to clean’ items.
- Lockers have been cleaned and sanitised and are not in use until we receive further guidance from the government.
- Each year group bubble has a 30 min start time window – learners can arrive at any time during that 30-minute window. Please ensure that learners arrive on time as this will avoid potential cross contamination of bubble (e.g. the next year groups 30 min slot) where learners





are late they will be asked to wait in the yard until it becomes clear to provide them safe access to the building.

- Learners will still have access to PE on their timetable and are expected to bring PE kit on that day. There is a new PE kit available and all Year 7 should purchase this. Other year groups if they have the old PE kit they can still wear this.
- Breakfast club is available in some form for all learners - please see the above timetable.
- To avoid the risk of cross contamination there will only be one scheduled break for each year group bubble.
- Each year group bubble will have access to a hot and cold meal offer (this will be a reduced menu offer)
- Learners can still use the card machines but where possible we are encouraging families to use the online system to top up funds.
- Each year group has been assigned a toilet block and these will be staffed to ensure that only learners from the identified bubble are accessing them.
- We have a Covid Isolation room where any learners displaying symptoms and who have been referred by the on-site first aider will remain and wait to be collected by parents/carers. This room has a separate entrance and parents will be directed there.
- Reception is offering a limited service. Only visitors with prior appointments will be admitted into the building. If you do have a query then please phone and where this is not possible if you attend reception you will be advised to follow the social distancing measures that are in place and be wearing a face mask.
- Each bubble will be inducted into school and I have attached the programme for this in a separate document.
- The Academy will continue to operate a revised positive behaviour policy – please refer to the revised policy on the website.
- The Academy will continue to operate the attendance policy - please refer to the revised policy on the website.
- Learners will be expected to sterilise equipment in order to ensure that where movement is required then the transmission risk of infection is kept to a minimum.
- There will be no assemblies as this is considered a mass gathering.
- The fire evacuation policy has been revised but in the case of fire, this supersedes all other operating procedures.
- The car park remains for the use of staff only - a new barrier will be put in place which is operated by staff cards.

Once again I would like to thank you for your continued support in these difficult times.

Yours Sincerely

J. Tierney

Jenny Tierney
Secondary Principal

