

Draft Action Plan for re-opening Colleges September 2020

Please note: This is all subject to change depending on regular updates from government and SAGE

Overarching principles for re-opening

- To return to a full time teaching timetable where possible.
- We expect full attendance from students (and staff) and attendance will be monitored in line with our attendance policy.
- In line with Government guidance all staff will be returning to work - this includes those previously categorised as extremely clinically vulnerable or shielding unless individual circumstances have been agreed.
- In line with Government guidance we will endeavour to maintain a two metre social distancing measures for staff.
- In addition to Government guidance we will endeavour to adopt a one metre plus rule whilst on college site for students.
- To operate and enforce one-way systems around college sites.
- Principals, Senior Staff, PT and SPTs will be visible around the sites at the start of the day, during changeovers, lunchtimes and end of day to monitor student behaviour. Staff rotas have been prepared.
- We have reviewed and adjusted timetables to support social distancing and other control measures. (See Appendix 1-3)
- Face coverings **must** be worn by **all** when moving around the Colleges, when using the shops or canteen outlets, helpdesks, LRC desk, payments desks and when using College buses, once seated in social spaces face coverings are still advisable. Face coverings are optional in classrooms.
- We will use a RAG system around the site to identify where face coverings are required, advisable and not required.
- Classrooms will be made available at lunchtimes for all students to reduce the amount of students in social areas.
- We will reduce the number of tables and seating available in social areas and reduce the number of study desks/seating in study areas.
- We will endeavour to restrict the number of staff and students in shared areas at any one time.
- Sports halls will be kept in reserve if individual colleges feel they require an additional social space.
- During the first term we will only be allowing day trips from Colleges in line with Government advice – No overnight trips.
- We are encouraging regular hand washing, sanitisers and good hygiene.
- The full enrichment programme won't start until after October half term at the earliest.
- Some of the competitive sports are following Governing Body regulations and may be able to start earlier.
- Peripatetic teaching will resume with 2m distancing measures in place and with appropriate PPE. This is under review and we are awaiting further guidance.
- We have staggered the start of College for students as follows: Monday 7- Thursday 10 September Y13 only for progression exams. Friday 11- Monday 14 September Y12 only. Tuesday 15 September all students full timetable including tutorials, ISC and TAPs etc.

Local Lockdowns

Should any of the areas be placed under local lockdown with students not able to attend – depending on the restrictions implemented we would:

- Expect staff to still travel into College to use the facilities unless travel restrictions are in place.
- Teaching staff will deliver timetabled lessons and ensure there is an element of live teaching in every lesson.
- Progress tutors and support staff will continue to support their students.
- If teaching staff are unable to deliver timetabled lessons live due to barriers then we would put in place individual arrangements for their groups which might be joining other lessons which are taking place at the same time or recording lessons/work to be mailed to students.
- The over-riding principle being that student lessons should continue with as much normality as possible and we would seek to reduce students falling further behind their peers in other areas.
- Administrative support staff would be expected to travel to College and work as normal unless travel restrictions are in place or negotiate working from home where possible.

Administration Staff in September

We are negotiating individually with Team Leaders regarding the potential for some administration staff to work from home one day a week to reduce the numbers of support staff in College. Administration staff will be contacted directly by their line managers and discussions will take place regarding how this may take place and how work will be supervised remotely. Specific advice in relation to fire evacuation, infection control, first aid and changes to relevant policies e.g. behaviour management, safeguarding will be provided to staff on return.

Overarching Plans for each College:

Doncaster

In accordance with government guidelines, the plan is to maintain separate Y12 and Y13 bubbles as much as possible. To help with this we have revised the timetable so that we can introduce a staggered Y12 and Y13 lunch. Morning break will be removed, with the time added onto the lunchbreak. Please see Appendix 1 for the revised timetable model.

ALL students will be asked to attend teacher access periods (TAPS) for the duration of this temporary timetable. TAPS are a little shorter, and teachers won't be expected to teach throughout the TAP, but still to do 1 hour over the week. However, the students will all stay and can be working on directed independent learning (DIL), or retrieval tasks, or independent work.

We are dividing social and study spaces into a Y12 and a Y13 half, with signage, but with more open arrangements to use the spaces more fully during the staggered lunch. One way systems and all the hygiene arrangements (e.g. handwashing, table cleaning etc.) will be in place for September. We may need to use the sports hall as a

spill-over study / lunch area with tables and chairs as we will probably need to spread out furniture we already have to maintain social distancing (plus we have additional furniture arriving).

Pontefract

Unlike Doncaster we are unable to maintain separate year group bubbles due to the make-up of the buildings, the number of part-time staff and the number of students in the cohorts we have therefore introduced an amended timetable. We have removed morning break time and reduced lunch to 30 minutes to reduce the amount of free time students have on site. The day will finish early at 3.25 for Y12 students and 3.30 for Y13 students.

We aim to restrict numbers into the SU, LRC and other social areas and to encourage students to stay in classrooms over lunchtime to reduce movement around the site. Students will be encouraged to go off site when not in lessons and we have altered the opening times of the food outlets to spread out the time food is available. See Appendix 2 for full details.

Bradford

Due to the specific concerns of Bradford with high levels of deprivation, ethnicity (BAME) and high infection rates we have decided to run a dual model whereby staff are in College everyday but students are only in College when they have lessons and have 2 taught lessons and 1 distance learning lesson each week. On Monday, Tuesday and Thursdays we have two double lessons – one morning and one afternoon – so student time in college is contained within those lessons with limited moving around. See Appendix 3 for full details and rationale.

Based on SAGE modelling, the hierarchy of controls to help prevent the spread of COVID-19 are set out below and are embedded in our risk assessments and action planning.

Systems of Control:

- *Controlling the transmission of the disease:* minimising contact with students and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend College.
- *Management and control through personal hygiene:* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene:* promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes:* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

- *Where necessary, wear appropriate personal protective equipment (PPE)*

Response to any infection:

- Engage with the NHS Test and trace process
- Manage confirmed cases of coronavirus (Covid19) amongst the College community
- Contain any outbreak following local health protection team advice

This following action plan sets out our response to key areas of consideration:

See Key of staff and roles at end of document:

| Area | Consideration | Specific Actions | Who | When |
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| Health and safety | Review health and safety risk assessments ensuring these are based on the Public Health System of Nine Controls in the DfE guidance. More information about health and safety risk assessments is set out in annex A of the DfE guidance. Consider using HSE managing risks and risk templates . | <ul style="list-style-type: none"> Risk assessments revised and based on DfE guidance and templates Risk assessments shared with relevant stakeholders Our risk assessments take account of the high alcohol content of sanitiser and are being kept in flammable stores. We have risk assessments for different categories of staff e.g. clinically vulnerable/pregnant women/older staff/BAME etc. Individual risk assessments for staff will be provided where necessary. We are liaising with SENCOs to provide risk assessments for students identified at a greater risk e.g. wheelchair users and others who have physical aids etc. | JB JB JB JB JB JB |))))) All By Wednesday 26 August) Following enrolments |
| | Ensure consultation has taken place with all staff and their representatives in line with HSE requirements Ensure statutory site checks are carried out, if required (DfE guidance here . Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown) Commission cleaning of all sites using guidance on cleaning non-health care settings | <ul style="list-style-type: none"> Staff were briefed before the end of term by Principals Final action plan sent to key stake holders including staff and unions representatives 13/14 August for comment Deadline for comments 18 August Trust executive to review comment and make changes where necessary This will be published on our website and updated All sites to undergo full deep clean prior to re-opening. All sites to have enhanced cleaning during the day from start of term | Principals JV/RF JV/RF TET GD AS/JV AS/JV | End of Term 13/14 August 18 August 19 August 19 August By Wednesday 26 August From 26 August |
| | Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak | <ul style="list-style-type: none"> Staff advised to have windows open when teaching and in all offices in H&S briefing at start of term. Air conditioning checks have taken place at all Colleges | JB AS | During CPD week Completed |
| | Agree a policy and procedures should a student or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls, response to any infection points 7-9 here and guidance on testing here) | <ul style="list-style-type: none"> Procedures developed and communicated to relevant staff in particular first aid staff Posters for staff and students to be provided. Student and staff videos will explain what they should do if they fall ill on site HR to provide list of FAQs for staff First aid staff and Study Support staff to receive additional training on using PPE etc. and supporting students who fall ill. | JB JB JB HR JB | All By Wednesday 26 August |

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| | <p>Ensure there is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found here)</p> | <ul style="list-style-type: none"> Contingency plan developed to move back to on-line teaching should any College go into local lockdown. See overarching principles Page 1 Support staff to move to working from home model as previously undertaken if they are unable to continue to come into College due to the restrictions. H&S Manager to monitor local area guidance on Covid-19 and keep senior management at each College informed. | <p>Covid-19 Team Covid-19 Team JB</p> | <p>If local lockdown occurs On-going</p> |
| | <p>Assess transport-related health and safety risks and how these can be mitigated</p> | <ul style="list-style-type: none"> Specific guidance provided for students using College buses will be provided in the video and on enrolment. We have been provided with updated risk assessments for our transport providers In line with Government advice on public transport we are informing students and staff they must wear a face mask or face coverings whilst travelling on public transport and we are also enforcing this on our College buses Staff should avoid car sharing where possible, where it is required we recommend staff use face covering. | <p>HJ/NM HJ/NM HJ/NM HR/JB</p> | <p>)))) From 7 September)) From 26 August</p> |

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| Students and Parents | <p>Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around college attendance to families throughout the summer ahead of the new school year</p> | <ul style="list-style-type: none"> All students to receive a KIT letter on 19 August - This will be a reassuring letter, but will not contain all the finer details until BoD approval final student/parent letter - This will be sent on 1 Sept, confirming arrangements for Y12 and Y13 starting back, including the H and S video link. (one week before Y13 return and nearly 2 weeks before Y12 start) We expect students to attend as normal and non-attendance will be followed through normal attendance procedures. Where possible we would prefer parental meetings to take place remotely but if deemed necessary for a face to face meeting appropriate social distancing measured will be in place. Where possible meetings will be carried out remotely, where this is not possible visitors will be asked to adhere to college procedures around social distancing. Visitors will be asked to wear a face covering in line with College protocols. They will be asked if they have any symptoms or have been in contact with anyone with symptoms and details will be retained for Track and Trace. | <p>Principals</p> <p>All Staff</p> <p>All Staff</p> <p>JB/Reception Staff</p> <p>JB/Reception Staff</p> | <p>From 19 August</p> <p>From 7 September</p> <p>From 7 September</p> <p>From 26 August</p> <p>From 26 August</p> |
| | <p>Ensure appropriate support and arrangements are in place for students with EHC plans</p> | <ul style="list-style-type: none"> Study support will closely monitor students with EHC plans and develop TSPs for those students who need an increased level of support Study support staff will be supporting students at enrolment and discussing with them their individual needs and how we can support these. Study support will develop contingency plans for how they will continue to support their students if any of the Colleges goes into local lockdown. Training will be provided for any staff supporting personal care needs. | <p>SO'N</p> <p>SO'N</p> <p>SO'N</p> <p>JB</p> | <p>All from Wednesday 26 August 2020</p> <p>During CPD week.</p> |
| | <p>Ensure that student most at risk of disengagement/most in need of additional support are identified and support is in place</p> | <ul style="list-style-type: none"> Each of the Colleges has developed a Covid-19 Action plan to support students who are disengaged or need additional support putting in place. These action plans can be found attached as Appendix 4-6. | <p>Principals</p> | <p>Completed</p> |
| | <p>Audit wider family services supporting mental health, bereavement, domestic violence etc. in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health, Every Mind Matters and advice for groups with specific mental health needs)</p> | <ul style="list-style-type: none"> All students have access to Moodle which is an online resource. The Trust's Safeguarding Wellbeing and Support page covers a wide variety of topics which includes support around mental health, bereavement, coping with loss, anxiety to name but a few. During lockdown students have been emailed resources and this has included PowerPoints on how to cope in such an uncertain time, how to manage their time effectively, guidance on local service and information around kindness which is the theme of this year's mental health week – this support will continue. | <p>Safeguarding teams</p> <p>Safeguarding teams</p> | <p>Ongoing support as required</p> <p>Ongoing support as required</p> |

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| | | <ul style="list-style-type: none"> • Our Counselling staff have put together short videos around anxiety to help students understand and cope with this better should they be experiencing symptoms the will continue to be available. • Counselling services will recommence, students are able to self-refer and flexibility is given in terms of weekly or fortnightly appointments. • Support for all students is in place but then where needed bespoke support for those who are identified as struggling will be put in place. This is led by a number of staff including Progress Tutors, Senior Progress Tutors, Study Support, SENDCos and Counselling staff. | <p>Counselling staff</p> <p>Counselling staff Progress tutors SPTs Study Support SENCOs</p> | <p>Ongoing support as required</p> <p>From 7 September</p> <p>From 7 September</p> |
| | <p>Transport</p> <p>Work with bus companies to amend schedules or will buses be running as normal?</p> | <ul style="list-style-type: none"> • We are liaising closely with our two bus providers at Doncaster and Pontefract. • We have been provided with updated risk assessment and maximum numbers who can travel on these buses. • In line with Government advice on public transport we are informing students they must wear a face mask or face covering whilst travelling on public and college buses and we are also enforcing this on our college buses. • We are encouraging students to walk, cycle or use cars or to be dropped off by parents in communications home. • We are recommending students avoid car sharing. • Transport providers have confirmed their revised arrangements and risk assessments as a result of COVID-19. | <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>) HJ/NM</p> <p>)</p> <p>Principals</p> <p>Principals</p> | <p>All</p> <p>By Wednesday</p> <p>26 August</p> |
| | <p>Work with your catering supplier to ensure meals are available for students in college</p> | <ul style="list-style-type: none"> • We are working with our catering suppliers to alter opening times of outlets to fit with new timetabling models. • We are encouraging students to bring food onto site and to eat in classrooms to avoid going into social areas. • Water from the water fountains will be available and we will ensure cleaning materials are provided for shared use. • Those students on FSM will still be able to obtain food on their student ID cards as previously. • Catering suppliers have confirmed their revised arrangements and risk assessments as a result of COVID-19. | <p>JV</p> <p>Principals</p> <p>JB</p> <p>JV</p> <p>JV</p> | <p>Completed</p> <p>From 7 Sept</p> <p>From 7 Sept</p> <p>From 7 Sept</p> <p>Completed</p> |
| <p>Workforce and HR</p> | <p>Consideration given to latest staff guidance, appropriate review of staff circumstances.</p> | <ul style="list-style-type: none"> • Risk assessment completed for different categories of staff and possible risks (e.g., clinically extremely vulnerable, clinically vulnerable etc.). • We will determine where individual staff risk assessments/adjustments are required and action these. • Where staff have childcare issues, as a result of school wrap around care or private nurseries remaining closed, HR will discuss on an individual basis. | <p>LW/HR</p> <p>LW/HR</p> <p>HR</p> | <p>From 24 August</p> <p>From 24 August</p> <p>As required</p> |

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| | Determine whether staff training is required prior to the full return of pupils in September | <ul style="list-style-type: none"> Staff training for First Aiders/Study Support on appropriate use of PPE with students with care needs Updates on social distancing and hygiene measures will be communicated with staff prior to returning to college and regularly reminded of thereafter. All staff receive training on specific measures at the start of term as necessary including updating on the COVID-19 and of any updates thereafter. Training for all staff (include new staff as part of their induction) – online Educare for COVID-19 training. | JB/HR HR JB HR | CPD week Completed by 26 August CPD week CPD week |
| | Consider what arrangements might be put in place for staff wellbeing | <ul style="list-style-type: none"> Wellbeing Hub of information/videos etc. on Moodle already set up and will be added to on an ongoing basis. Reminders for line managers of managing wellbeing of staff in their teams – how to identify issues, how to respond and what help is available etc. Regular promotion of the EAP services and benefits. Encourage staff to discuss any concerns with line managers or HR in the first instance. | HR HR HR HR | Ongoing Ongoing Ongoing Ongoing |
| | Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and student regarding any new safeguarding and welfare | <ul style="list-style-type: none"> Our safeguarding leads are not teachers or have minimal teaching commitments so will be able to support staff and pupils with safeguarding support. PTs workloads have been reduced this year to reflect new tutorial structure so this should aid additional support at the start of the year. We will monitor workloads regularly to ensure staff are not becoming overloaded. | Safeguarding Leads JH and team JH and team | Ongoing Ongoing Ongoing |
| Protective Measures and Hygiene | Read the guidance on implementing protective measures in education and childcare settings and agree how this will be implemented in your college, including agreeing on any necessary updated health and safety policy and risk assessments. | <ul style="list-style-type: none"> Full risk assessment of each site and risk assessment document prepared. Risk Assessment will be shared with staff and Board of Directors for consultation and approval. Statutory Health and safety posters displayed around sites Deep cleaning of sites to take place before re-opening. Other risk assessments revised to reflect changes following Covid-19 outbreak. We are providing all staff with optional visors which can be worn. Health and safety policy has been updated to reflect Covid-19. | JB Covid-19 Team JB AS/Cleaner Leads JB/AS JB | Completed August Completed before start of term Completed Completed |
| | Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages | <ul style="list-style-type: none"> Following risk assessments at each College classrooms have changed layouts to reflect all desks facing forward where possible. One-way systems for movement around the Colleges have been identified and will be communicated to students and staff through use of video. At all times we aim to reduce movement around the Colleges. We will have increased supervision on corridors to ensure students and staff keep to the one-way systems and follow floor markings. |))))))) | |

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| | | <ul style="list-style-type: none"> Any student who fails to follow these strict instructions will be subject to the Trust's Behaviour and Attendance policy. Where possible, windows should be kept open to aid ventilation. Students are encouraged not to mix outside of lessons on site where possible. Large spaces are being used for socialising where appropriate. Washing facilities in faith rooms will not be used. Prayer spaces will be clearly marked out using tape to make social distancing easy to follow. Both staff and students would need to bring their own prayer mat to perform any acts of worship which would require them to touch the floor with their hands and face. One classroom in each building/area to be designated as staff area during lunchtimes due to limits on numbers in staff workrooms. Students can use classrooms during lunch times but numbers will be limited. Any breaches of compliance with our procedures from staff or students will be reported to senior managers or the Health and Safety Manager. The Behaviour and Attendance policies will be strictly adhered to at all times. | AS Site Teams)))))))))) | |
| | <p>Decide what an enhanced cleaning schedule looks like and how it will be implemented (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</p> | <ul style="list-style-type: none"> Additional cleaning and other supplies have been ordered in advance. Soap, hand sanitizer and tissues will be available for staff and students throughout the Colleges. Guidance provided to cleaners on what, how and when should be cleaned. Hand sanitizer stations will be situated at the entrances to each building and on each floor being used. We have arranged additional cleaning during the day of frequently touched surfaces using standard products, such as detergents and bleach at each sites. Guidance will be provided for students and staff on the safe use and removal of face coverings and how to store reusable face coverings. | JB/AS AS/Site Teams JB/Cleaning Leads AS JB JV JB | <p>All in place for the start of term</p> |
| | <p>Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, photocopiers, books, practical equipment). These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced</p> | <ul style="list-style-type: none"> We will minimising contact with individuals who are unwell by ensuring that those who have COVID-19, or who have someone in their household who does, do not attend colleges. Information/guidance sent to students/parents stresses this. Guidance to go out reiterates that staff and students should clean their hands more often than usual. We will be ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – reiterated in guidance We will provide antibacterial wipes for areas of high use – photocopiers/ IT equipment/water fountains etc. Student will be asked to wipe down IT equipment before and after use. |))))))RF/Principals) JB/Cleaning leads | <p>All in place for the start of term</p> <p>All in place for the start of term</p> |

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| | | <ul style="list-style-type: none"> We have minimised contact and mixing by altering, as much as possible, the environment (classroom layout) and staggered break times. Safe scheme of work in place for each practical subject. Regular reviews in place for music and sport in line with government guidelines. | JV/AS/JB/Principals Covidi-19 team JB Covid-19 team | All in place for the start of term Ongoing |
| | Plan the college level response should someone fall ill on site (in line with relevant government guidance). Staff or students. | <ul style="list-style-type: none"> We will encourage any student or staff member displaying symptoms of COVID-19 to get tested. Employees can book test themselves via the digital portal or by telephone. NCLT also to register for employers to book tests through the online digital portal, where necessary. | HR HR HR | Ongoing Ongoing Ongoing |
| | Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if staff provide intimate care for any student and for cases where a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. | <ul style="list-style-type: none"> We have a procedure in place should a student or member of staff display symptoms/fall ill whilst at College. We have ordered supplies of PPE sufficient for Study Support and First Aid staff offering personal care – in line with guidelines. Training will be provided where required. |))) JB)) | All in place for the start of term |
| Curriculum and timetabling | Scrutinise the plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects | <ul style="list-style-type: none"> See individual action plans for each College on how they will address gaps in knowledge in Appendix 4-6. | Principals | All in place for the start of term |
| | Ensure the curriculum remains broad and ambitious and that all students continue to be taught a wide range of subjects | <ul style="list-style-type: none"> Each College is running a timetable and curriculum model specifically designed to support its students. Full details of these models are given in Appendix 1-3. | Principals | All in place for the start of term |
| | Ensure that there is a staffing plan and timetable for each college, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the college day, drop off and collection and/or break and lunch arrangements | <ul style="list-style-type: none"> Each College’s plan is fully detailed in appendix 1-3 this includes arrangements for staggered breaks/lunch where possible. Arrangements are in place with catering provider to support staggered lunch and different break periods. Additional supervision of common areas during break and lunch will be provided. | Principals Principals Principals | All in place for the start of term |

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| | <p>Scrutinise the plan for spending the Trust's allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found here)</p> | <ul style="list-style-type: none"> We are waiting for further details of the 16-19 additional funding available for students but are developing plans to support small groups of students (up to 5) with additional support for English and Maths in line with Government guidelines on how this funding can be spent. Once we have confirmation of the allocation (expected in August) we will be providing details plans to the DFE of how we intend to use this funding to support students who do not have GCSE Maths or English in additional small group work. | Principals/JV | From 7 September |
| | <p>Scrutinise plans for how remote education will be offered where a class, group or small number of students need to self-isolate, or where there is a local lockdown (online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of students with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning. DfE has also published case studies using various methods to adapt the curriculum for remote education to best meet the needs of students and adapt teaching practice for remote education and keep students engaged</p> | <ul style="list-style-type: none"> Each College has developed plans to address gaps in learning; these can be viewed in detail in Appendix 4-6. Should any College go into local lockdown then all lessons will be taught remotely. See local lockdown plans on Page 1 Support staff will revert to working from home as before if there is no access to Colleges Students who need to self-isolate will not be able to access distance learning but will be supported with work from teachers and Progress Tutors in the normal way with work being shared on Teams | Principals Principals Team Leaders/senior staff Teaching staff/HOS/PTs | From 7 September If required If required If required |
| | <p>Review the approach to physical activity within the school day, ensuring students remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between students and paying attention to cleaning and hygiene.</p> | <p>Enrichment activities are being delayed until after October half term in all Colleges.</p> <ul style="list-style-type: none"> Some competitive sport may start before half term, where National Governing body guidance allows it. Each individual sport will follow the code of conduct from their Governing Body. | Covid-19 team Principals/HOS Enrichment leads | From October ½ term As required As required |

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| | <p>Year 12 Medium term</p> <ul style="list-style-type: none"> Students will continue to be monitored throughout the academic year via all of the usual effective college systems and procedures. The assessment cycle will be the key vehicle for assessing student performance. <p>Year 13 Short term</p> <ul style="list-style-type: none"> Current year 12 students (year 13 on returning in September) have been set summer independent learning to complete over the summer break which will prepare them for their progression exams which will take place in September. The progression exam results will help subject teachers, Progress Tutors and Study Support identify any gaps in learning due to lockdown. The progression exam one to one reviews with red and amber students will assess the suitability for students to continue with their programme of study. Throughout the first half-term, subject teachers will keep Progress Tutors and Study Support staff regularly updated with students who are not making the necessary progress. Subject teachers will provide additional support for students who require it via TAPs and referring them to the ISC and by setting additional catch-up work to be completed. Personal student ISC plans will determine how many additional hours per week a student is timetabled for additional supervised study. Heads of school will liaise with subject teachers and add identified year 13 students to year 12 lessons after the restrictions have been lifted in order for them to be re-taught some of the content from last academic year. TAP sessions will also be used to recap the content covered during closure. Heads of school will co-ordinate the subject ambassador programme which will involve able students mentoring students who are struggling via a weekly 1:1 session. Senior leaders will look to further develop the use of a graduate one to one mentor scheme for students who have been significantly impacted by Lockdown. Progress Tutors will prioritise the most vulnerable students such as disadvantaged students, EHCP students, LAC, SEND, safeguarded students, students with serious mental health concerns and students who have clearly been affected by the lockdown period. |) |) |
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| | | <ul style="list-style-type: none"> See Appendix 4-6 for the COVID-19 Logic model for each college which identifies in more detail the plans each college will be implementing to address any gaps in learning due to the pandemic. <p>Year 13 Medium term</p> <ul style="list-style-type: none"> Students will continue to be monitored throughout the academic year via all of the usual effective college systems and procedures. The assessment cycle will continue to be the key vehicle for assessing student performance. Progress Tutors will continue to liaise with all the relevant stakeholders in order to put the necessary interventions in place. The high quality teaching and proven college systems will continue to provide the necessary support for students who need it the most, throughout the whole of year 13. |)))))))))) |)))))))))) |
| Policies and procedures | <p>Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed:</p> <ul style="list-style-type: none"> Health and safety Child protection and safeguarding (safeguarding and remote education here) Attendance Behaviour Exclusions Pastoral/Welfare | <ul style="list-style-type: none"> The following policies have been amended to reflect COVID-19 Health and safety Child protection Behaviour and Attendance COVID-19 Policy Recruitment and Selection Admissions policy |)))) Senior Leaders)) |))) Completed)) |
| | <p>Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health</p> | <ul style="list-style-type: none"> We are confident that our existing pastoral teams of PTs and Study Support will be able to support any increase in safeguarding or welfare provision needed. All our staff are sufficiently trained. Counselling teams are looking at additional support through enrichment activities for students. We have secured additional funding to offer hypnotherapy support which has been successful in the past. Support will be covered in tutorials and students will be emailed at the start of the year. | JH JH JH and Counselling staff JH and Counselling staff PTs | All from 7 September |

| | | | | |
|---|---|---|-----------|----------------------|
| | Amend procedures for fire drills | <ul style="list-style-type: none"> Fire procedures at each College have been reviewed and amended. | JB | Completed |
| | Consider whether any delegations in your scheme of delegation need to be amended or stood down | <ul style="list-style-type: none"> Scheme of delegation has been reviewed recently and remains fits for purpose. | RF/JV | Completed |
| Catering, Supply chains and contracts | Scrutinise plans to reopen school kitchens and compliance with the guidance for food businesses on COVID-19 | <ul style="list-style-type: none"> Regular contact has been maintained with all key suppliers. Contracts have been renegotiated with Bus providers, catering suppliers, cleaning contracts etc. We are in regular contact with our cleaning contractors and have reviewed hygiene arrangements for September and for deep cleaning prior to re-opening. FSM was arranged for the summer periods for Year 12 and year 13 students. Building work that is ongoing will be monitored and safety of students ensured. Most work should be completed before student return. Visitors will be asked to wear a face covering in line with College protocols and they will be asked to confirm that are not suffering any symptoms or have been in contact with anyone with symptoms. Full details will be kept for track and trace. | JV | Ongoing |
| | Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done | | JV | Ongoing |
| | Reactivate supply chains if this has not already been done | | JV AS | Completed Ongoing |
| | Ensure there is free school meals provision over the summer (see DfE's summer food programme) | | Reception | Ongoing |
| Check suppliers know and understand the system of controls and hygiene arrangements | | | | |
| Agree approach to any scheduled or ongoing building works in relation to safety | | | | |

Decisions and actions to manage the financial and educational impacts and regulatory and accountability environments

| | | | | |
|--|--|--|---------|-----------|
| Financial impacts | Ensure additional cost pressures due to COVID-19 have been identified and an end-of-year forecast which factors them in has been produced for the board | <ul style="list-style-type: none"> We have set up a Covid-19 fund for 2020/21 to account for any additional costs which may occur. Budgets have been set for 2020-21 which reflect some of the additional expenditure expected as a result of Cod-19. E.g. we have factored in additional cleaning costs and loss of catering income into our budgets etc. | JV/DH | Ongoing |
| | | | JV/DH | Ongoing |
| | Assess whether schools in the trust are eligible for financial support (DFE has published guidance on the financial support schools and trusts will receive to reimburse them for exceptional costs incurred during COVID-19. These relate to increased premises-related costs; support for free school meals for eligible children who are not attending school and where those costs are not covered by the FSM national voucher scheme and additional cleaning costs) | <ul style="list-style-type: none"> We are monitoring the guidance in respect of any additional funding which may be available for which we are eligible. We have accessed support for our FSM student during the summer period. FSM will continue to be available for students on their student ID cards in September weekly so that if they want to buy food from the outlets in advance they can do this. | JV/DH | Ongoing |
| | | | JV/DH | Completed |
| | | | JV/DH | Ongoing |
| | Assess impact on reserves and review reserves policy | <ul style="list-style-type: none"> Budgets have been set which reflect our expectations of likely costs at this moment in time we do not expect this to impact negatively on reserves. Reserves policy is being reviewed. | JV/DH | Ongoing |
| | | | JV/RF | Ongoing |
| Assess impact on three-year financial strategy | <ul style="list-style-type: none"> Three year budgets are being reviewed. | JV/DH | Ongoing | |
| Explore additional sources of income | <ul style="list-style-type: none"> We are monitoring government guidance regarding any additional funding which may be available | JV/DH | Ongoing | |
| Review policy and procedures related to fraud (see Fraud Control in Emergency Management: COVID-19 UK government guide) | <ul style="list-style-type: none"> We have reviewed the policy and our systems are fit for purpose. | JV/DH | Ongoing | |

| | | | | |
|------------------------------------|--|---|--|--|
| CEO and CFO Regulatory environment | Review the new regulatory requirements in the Academies Financial Handbook which comes into place in September 2020 (summarised in annex B below) | <ul style="list-style-type: none"> We have reviewed the regulatory changes. Our current governance arrangements meet the changes and we already have a clerk to the Board and up-to-date registers of interest. The CEO and CFO are employees We have internal scrutiny which covers both financial and non-financial controls and is performed by auditors separate to our external auditors | JV JV JV JV | Completed Completed Completed Completed |
| | Agree a plan for internal scrutiny (CST will offer further advice on this) | <ul style="list-style-type: none"> We have an internal audit plan agreed with our internal auditors for the next year. | JV/DH | Completed |
| | Agree the arrangements for external audit and associated returns - ESFA has confirmed that the current timetable should remain | <ul style="list-style-type: none"> Our arrangements for external audit are in place and will ensure that we meet deadlines for submission of final accounts etc. | JV/DH | Ongoing |
| | Keep under review the statutory timescales for returns that have been paused or deferred - ESFA published guidance on reducing burdens which includes a full list of returns that have been cancelled, paused or deferred | <ul style="list-style-type: none"> We are working to the new deadlines for submission of budgets 2020-21 All other returns are being provided as required to meet deadlines | JV/DH JV/ | Ongoing Ongoing |
| Accountability environment | Review the arrangements for school and trust accountability and the performance management policy in the light of DfE guidance on how school and trust external accountability will be handled this year. (Schools and trusts will not be held to account based on exams and assessment data from summer 2020 and data will not be used by others, such as Ofsted and local authorities, to hold schools and trusts to account). We await clarification on 2021. | <ul style="list-style-type: none"> We have revised our performance management procedures for 2020-21 in light of exam data. We are removing the performance and outcomes sections from the APR process for teaching staff. We will only be assessing teachers on values and behaviours sections. Keeping all sections for support staff as normal. | RF and Principals/LW RF and Principals/LW RF and Principals/LW | Ongoing Ongoing Ongoing |

Staff and roles

| | | |
|------------------|--|---|
| AP/VPs Behaviour | Jo Holden, Jaz Qadri, Helen Jackson | |
| AS | Alan Semley | Site Manager |
| BF | Brendon Fletcher | Principal NCD |
| COVID-19 team | Richard Fletcher, Jo Vickers, Lauren Walker, Brendon Fletcher, Stuart Nash, Vicky Marks, Jamie Baker, Jo Holden, Alan Semley, Helen Jackson, Neil Mumby, Sarah O'Neill, Jaz Qadri. | |
| DH | Dave Hunt | Finance Manager |
| GD | Gareth Dodson | Marketing Manager |
| HJ | Helen Jackson | Vice Principal NCD and Trust Curriculum and Quality |
| JB | Jamie Baker | Trust Health and Safety Manager |
| JH | Jo Holden | AP Pontefract and Trust Safeguarding |
| JT | Jennie Thorpe | PA to CEO/Clerk to BOD |
| JV | Jo Vickers | COO |
| LW/HR | Lauren Walker | HR Director |
| NM | Neil Mumby | Vice Principal NCP (Transport) |
| RF | Richard Fletcher | CEO |
| Senior Leaders | CEO, COO, SLT teams at each College, HR Director | |
| SN | Stuart Nash | Principal NCB |
| SO'N | Sarah O'Neill | Trust SENDCo |
| VM | Vicky Marks | Principal NCP |

Appendix 1

Doncaster Timetable and Specific Arrangements

- Students and staff will return to a full timetable in September. However, the timetable model is slightly different to NCP due to it being half the size with regard to student numbers. The timetable model was different pre-COVID-19.
- Additional support periods such as Tutorials and the Intervention and support centre (ISC) will run as normal.
- Teacher access periods (TAPs) have been moved to adjoin period one as opposed to the normal period two.
- Timetable blocks will remain the same on each day but will be re-ordered to assist with social distancing when not in lesson.
- No enrichment activities will be delivered until after half-term and depending on the latest guidance from the government re COVID 19.
- Some competitive sport may start before half-term, where national governing body guidance allows it.
- No break-time and the removal of the TAP from the end of period two will allow a split lunch for year 12 and year 13 to ensure year group bubbles.
- This will all be reviewed at the end of the first week, then again at October half-term and then each half-term there-after.

YEAR 12 Temporary Timetable

| | | | | | | | | |
|------------------|-------------------------------------|--|----------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|------------------------------------|
| Monday | 8:50 – 10:20 PERIOD 1 Block F | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:00 PERIOD 2 Block A | 12:00 – 12:45 LUNCH | 12:45 – 2:25 PERIOD 3 Block A | 2:25 – 2:30 Change | 2:30 – 3:55 PERIOD 4 Block E |
| Tuesday | 8:50 – 10:20 PERIOD 1 Block A | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:00 PERIOD 2 Block B | 12:00 – 12:45 LUNCH | 12:45 – 2:25 PERIOD 3 Block B | 2:25 – 2:30 Change | 2:30 – 3:55 PERIOD 4 Block F |
| Wednesday | 8:50 – 10:20 PERIOD 1 Block B | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:00 PERIOD 2 Block E | 12:00 – 12:25 TEACHER ACCESS PERIOD (TAP) | 12:25 – 1:10 LUNCH | 1:10 – 2:50 Block E | |
| Thursday | 8:50 – 10:20 PERIOD 1 Block D | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:00 PERIOD 2 Block C | 12:00 – 12:45 LUNCH | 12:45 – 2:25 PERIOD 3 Block C | 2:25 – 2:30 Change over | 2:30 – 3:55 PERIOD 4 Block F |
| Friday | 8:50 – 10:20 PERIOD 1 Block C | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:00 PERIOD 2 Block D | 12:00 – 12:45 LUNCH | 12:45 – 2:25 PERIOD 3 Block D | | |

| Block | Teaching | TAP | Total |
|-------|-----------|-----|-------|
| A | 75+100+90 | 20 | 285 |
| B | 75+100+90 | 20 | 285 |
| C | 75+100+90 | 20 | 285 |
| D | 75+100+90 | 20 | 285 |
| E | 90+75+100 | 25 | 290 |
| F | 90+90+90 | 20 | 290 |

YEAR 13 Temporary Timetable

| | | | | | | | | |
|------------------|-------------------------------------|--|-------------------------|--------------------------------------|---|-------------------------------------|-------------------------------|------------------------------------|
| Monday | 8:50 – 10:20 PERIOD 1 Block F | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:45 PERIOD 2 Block A | 12:45 – 1:30 LUNCH | 1:30 – 2:25 PERIOD 3 Block A | 2:25 – 2:30 Change | 2:30 – 4:00 PERIOD 4 Block E |
| Tuesday | 8:50 – 10:20 PERIOD 1 Block A | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:45 PERIOD 2 Block B | 12:45 – 1:30 LUNCH | 1:30 – 2:25 PERIOD 3 Block B | 2:25 – 2:30 Change | 2:30 – 4:00 PERIOD 4 Block F |
| Wednesday | 8:50 – 10:20 PERIOD 1 Block B | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:45 PERIOD 2 Block E | 12:45 – 1:10 TEACHER ACCESS PERIOD (TAP) | 1:10 – 1:55 LUNCH | 1:55 – 2:55 Block E | |
| Thursday | 8:50 – 10:20 PERIOD 1 Block D | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:45 PERIOD 2 Block C | 12:45 – 1:30 LUNCH | 1:30 – 2:25 PERIOD 3 Block C | 2:25 – 2:30 Change over | 2:30 – 4:00 PERIOD 4 Block F |
| Friday | 8:50 – 10:20 PERIOD 1 Block C | 10:20 – 10:40 TEACHER ACCESS PERIOD (TAP) | 10:40 – 10:45 Change | 10:45 – 12:45 PERIOD 2 Block D | 12:00 – 12:45 LUNCH | 12:45 – 2:30 PERIOD 3 Block D | | |

| Block | Teaching | TAP | Total |
|-------|-----------|-----|-------|
| A | 120+55+90 | 20 | 285 |
| B | 120+55+90 | 20 | 285 |
| C | 120+55+90 | 20 | 285 |
| D | 90+120+55 | 20 | 285 |
| E | 85+120+60 | 20 | 285 |
| F | 90+85+85 | 20 | 280 |

Rationale and Arrangements

The blocks within each day remain the same, just reordered, which means that part time staff would still work the same days as currently planned. The block reordering allows for a split Y12/Y13 lunch in the middle of the day. This should be straightforward provided the same teacher of a block teaches the same class both before and after lunch and this should be the situation in virtually all cases. In adjusting the blocking, the TAP adjoins period 1 rather than the current period 2. It would be quite straightforward to revert to our original timetable model from this model when it is appropriate to do so.

The split lunch is also enabled by removing the morning break but making the lunchtime longer. 15+30 becomes 45 mins. Reducing to one single break is a significant control measure, especially as it is staggered, and is simple to police. The split lunch is achieved by having 175 mins of teaching of the same block distributed either side of a 45 minute lunch – but with Y12 and Y13 lunches at different times. This arrangement also secures a split lunch for staff, provided they teach both lessons of a block either side of lunch.

The one downside of the staggered lunch is that it restricts the number of classrooms that could be opened up to students at lunchtime. However, the split lunch should reduce the likelihood of needing them. Students could remain in the room they had P2 lesson in, if they wanted to.

Four Y12 blocks will have 285 minutes of teaching per block (inclusive of the TAP), and two will have 290. All have slightly increased time than this year as they will all remain in the TAP.

All Y12 TAPs are 20 mins long, with the exception of E block which is 25 so that lunch times align.

All Y13 students will have 285 minutes of teaching time per block (inclusive of the TAP), except F block which has 280. Y13 TAPs are also 20 minutes.

There is not an expectation that staff teach during each of the TAP periods, though they are free to if they choose. The expectation remains for 1 hour of direct teacher TAP delivery over the week, but all students will be expected to remain for the TAP whilst this transitional timetable is in place – they could be working independently on retrieval tasks, DIL, or work set by the teacher for some of the TAPs.

A small amount of time has been allocated to support the smooth changeover between lessons. There is also staggered release at the end of each day.

A common sense approach will be needed in terms of allowing toilet breaks for staff and students, particularly for Y13 students who will have a long stretch of teaching in the morning if they happen to be timetabled into both morning blocks.

The enrichment slot has been removed on Wednesday but could easily be reinstated by pushing back period 3 start time, or reverting to the original timetable structure. Since it will be difficult to arrange early buses on Wednesday, some students may continue to use study space for the last hour of the day.

The start time of periods 1, 2 and 4 are the same for all Y12 and Y13 students each day. It is just period 3 where there is a difference, to support the split lunch.

Other Considerations:

Lunchtime and Study Space

- Lunch arrangements discussed:
 - Need to ensure only Y13 in queues for their respective allocated lunchbreaks
 - Students able to access food counters in free periods outside these times.
 - To aid monitoring of above for staff on duty: suggested green lanyards for Y13 students / blue lanyards for Y12 students.

- Agreed to divide following spaces in half. Need dividers and signage:
 - Students Union
 - Ground Floor LRC
 - 1st Floor LRC
 - Quiet Study 1
 - Quiet Study 2

However, agreed that at split lunchbreaks, all tables can be used by a year group provided there is no mixing of Y12 and Y13 (where some students might still be on a study period).

Lunchtime supervision rota will be needed

- Corridor break-out areas to be divided up equally between year groups with relevant colour (green/blue).
- Site team to contact pool table company to remove for a few months.
- Laptop / PC use:
 - Agreed that Y12 TAPs will be in the morning, Y13 in the afternoon (although Y12 won't be needed initially?)
 - We need to finalise arrangements for access to LRC1 open access and ISC laptops
 - DW/HJ to agree booking/loan protocol for students who may wish to take a laptop away from ISC
 - DW to consider if a small number of laptops may be available for loan from Ground Floor LRC, so students will be unable to use college laptops in study rooms

- Bev O’Sullivan to agree with Sara Thomas, which study rooms will be available for Y12 and Y13 so no mixed use.
- Need to consider previously allocated ‘student meeting zone’ in Top Floor LRC as will now be used for laptops. Classroom to be allocated and need to consider staffing.
- Sports hall to be used as a further social space, if needed. Additional tables may need to be ordered. To communicate with CD / Sport teaching staff. Could possibly use exam chairs to create a spill over space if other areas prove insufficient.

Appendix 2 – Pontefract Timetable

NCP proposed adjustments for September start

1. Students and staff will return to a full timetable in September.
2. Additional support periods such as Teacher access periods (TAPs), tutorials and the Intervention and support centre (ISC) will run as normal, but in year group bubbles.
3. The actual timetable blocks can't be changed due to the significant number of part-time staff it would affect.
4. No enrichment activities will be delivered until after half-term and depending on the latest guidance from the government re COVID 19.
5. Some competitive sport may start before half-term, where national governing body guidance allows it.
6. No break time, a shorter lunch and an earlier finish to the college day will reduce the possibility of large student gatherings at social times.
7. The timetable model and size of the college doesn't allow for a split-lunch, or the separation of year groups, but the students allowed in social areas at any one time will be restricted.
8. This will all be reviewed at the end of the first week, then again at October half-term and then each half-term there-after.
9. One way systems observed in all buildings.
10. Students will not observe strict social distancing in lessons, but will endeavour to maintain social distancing where possible.
11. In classrooms, all desks facing the front where possible and sanitiser available for hands and desks – students to clean desks and chairs on entry.
12. Timetable adjustment to reduce time for large gatherings to amass – see below. No break, shorter lunchtime, early finish.
13. Morning lessons extended by 5 minutes to allow staff/students to have a drink or comfort break without affecting lesson time. Staff will be told that they can finish lesson 1 at 10.20 and start lesson 2 at 10.30. We do not want to advertise that this is a short break as we want students to go from P1 to P2 without social meetings at this time. This, as in the normal timetable, is done in the morning changeover due to a number of students travelling to college and going straight in to P1.
14. Y12 lessons will finish at 3.25 and Y13 lessons will finish at 3.30 to have a staggered end to the day.
15. Outside of lessons **One Metre Plus** applies. Numbers restricted in SU, LRC and other social areas. Site staff to remove and store or relocate excess seating. Extra social space available during TAP and lunchtime – L18, Sports Hall, new outdoor covered areas, classrooms. Extra cleaning materials needed and larger bins for food waste. PTs to monitor and restrict capacity in SU on a rota - one entrance and one exit (unless the fire alarm sounds). SLT to monitor other social areas, with teaching staff keeping an eye on classrooms (light touch)
16. Students encouraged to bring their own food to eat in their classroom, or purchase food before 12 or after 12.30 if they are free. Also encouraged to leave the site when not in a timetabled activity if it's convenient, and not to congregate on corridors.
17. Revised opening times for catering outlets to fit in with new timetable model.
18. Limit the number of staff in each workroom and designate a classroom in each teaching area at lunchtime if the workroom is full. JB to assess capacity of each workroom and organise signage.
19. Regular cleaning of frequently touched surfaces throughout the day.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|--------------------------|-------------------------|----------|-----------|
| Briefing 8.30-8.45 | | All Staff | Heads of Subject | | All Staff |
| 8.50-10.25 (1.5 hours) | 1 A | 1 F | 1 D | 1 F | 1 C |
| 10.25 -12.00 1.5 hours | 2 B | 2 E | 2 C | 2 E | 2 D |
| 12.00-12.30(30 mins) Lunch | 3 | 3 | 3 | 3 | 3 |
| 12.30 -2.00 (1.5 hours) | 4 A | 4 12.30-1.15 TAP 1 | 4 12.30-1.15 TAP 3 | 4 B | 4 C |
| | | 1.15-2.00 TAP 2 | 5 1.15-2.45 | | |
| 2.00 – 3.30 (1.5 hours) [3.25 finish for Y12 students] | 5 B | 5 A | E 6 2.45-4.00 CPD | 5 F | 5 D |

Appendix 3 – Bradford Timetable

- Students and staff will return to a full timetable in September, but with an adjusted timetable to accommodate two lessons in college and one at home. This will involve moving blocks on the timetable to create back to back lessons in the same subject to facilitate the third lesson being taught via Microsoft teams.
- Additional support periods such as Teacher access periods (TAPs), tutorials and the Intervention and support centre (ISC) will run as normal.
- No enrichment activities will be delivered until after half-term and depending on the latest guidance from the government re COVID 19.
- Some competitive sport may start before half-term, where National Governing Body guidance allows it.
- The standard morning break-time will be removed and replaced with shorter breaks coordinated by the different floors. Lunchtime will be shorter at 25 minutes only.
- Students will leave college once their lessons are finished and they will only attend college when they have lessons.
- This will all be reviewed at the end of the first week, then again at October half-term and then each half-term there-after.

Covid-19 Timetable Model for Bradford (September 2020)

- Staff in everyday, students only in college when they have a lesson
- Students have 2 lessons taught in college and 1 lesson through distance learning
- 2 double lessons on Monday, Tuesday and Thursday and single lessons on Wednesday or Friday

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------------------|---------|-------------------------------------|----------|-------------------------------------|
| 8.15-8.35 (15 mins) | Prep | Prep | Prep | Prep | Prep |
| 8.35-10.05 (1.5 hours) 1 | A | F | F Distance Learning | C | C Distance Learning |
| Staggered Break Organised by Floor(15 mins) | | | | | |
| 10.25 - 11.55 (1.5 hours) 2 | A | F | B Distance Learning | C | D Distance Learning |
| 11.55 – 12.25 (30 minutes) | A TAP | F TAP | B TAP Distance Learning | C TAP | D TAP Distance Learning |
| 12.25 - 12.50 | Lunch – 30 minutes | | | | |
| 12.50 - 2.20 (1.5 hours) 3 | B | E | E Distance Learning | D | A Distance Learning |
| 2.20 – 3.50 (1.5 hours) 4 | B | E | E TAP Distance Learning | D | Briefing/CPD/Meeting 2.20 – 3.10 |
| | | | Briefing/CPD/Meeting 2.50 – 3.50 | | |

Advantages:

- Safer for staff, students and their extended families
- Fits the context in Bradford (high levels of deprivation, ethnicity (BAME) and second highest infection rate in the country)
- Parents more likely to send in their children
- Staff reassured that we are looking after them
- All students back in college
- All staff in college and works for part-time staff (nobody has to change their day or hours)
- Less students in college on any one day (down from ~ 800 to ~200)
- Students leave college once all their lesson completed, so no need to use social spaces (only 2 lessons per day)
- 1m+ social distancing and a one-way system can be more easily imposed
- Reduced number of lesson changeovers (2 per day), so easier to clean classrooms after use
- Much more efficient in terms of time to have one long lesson rather than several shorter lesson, as there is less starting and stopping time
- Much easier to keep LRC, social spaces and toilets clean
- Much more manageable for SLT and staff to control
- Overcomes the constraints of the building, especially in the canteen and social areas
- Sports hall not needed, so can be utilised by the Sport Dept (they only had the sports hall after Christmas, so really need to use it)
- Distance learning sessions done from college, so all staff have the time and equipment to run them
- Distance learning sessions in college easier to QA than when done from home
- All groups still have a TAP
- Underachieving, vulnerable and targeted students can be brought into college on Wed and Fri, as there will be reduced number of students in college
- Students asked to come in on Wed and Fri can still access distance learning lessons as well as their teachers
- Still have two briefing/CPD/meeting slots
- No change to the start or end of day
- No need to have a split lunch (which was becoming very complicated and time inefficient)
- Easy for everyone to understand
- Staff already very used to distance learning and producing high-quality distance learning experiences

Disadvantages:

- Double lessons require staff to really think about how they will teach to keep students engaged (but “necessity is the mother of invention”!)
- One lesson delivered through distance learning (but staff know how to do this effectively now and the sessions in college so will allow us to QA them)
- Three TAPS are distance learning (but staff can do 1-2-1 Teams sessions or target students needing a TAP to come into college on Wednesday and Friday)
- Six part-time staff work Monday-Thursday and will have to either run their A block session on Wednesday period 6, or on Thursday when their students are free
- Reduced service for Aramark

Appendix 4 – Doncaster Logic Model

Appendix 5 – Pontefract Logic Model

Appendix 6 – Bradford Logic Model