



# Knox Academy

Head Teacher **Susan Cook BEd(Hons) MEd SQH**

Pencaitland Road  
Haddington  
East Lothian  
EH41 4DT  
T: 01620 823387

knoxacademy@knox.elcschool.org.uk  
www.ka-net.org.uk

7 August 2020

Dear Parents/Carers

## Re-opening and re-connecting at Knox Academy

I hope this letter finds you safe and well and I hope you all managed to find some time to enjoy a summer break. After many months of lockdown and unprecedented circumstances it feels exceptionally positive to be writing to you to give you detailed information about welcoming all of our young people back to Knox Academy in August (or for our new S1, welcoming them to our school).

As we return to school, our values of Ambition, Respect, and in particular 'community,' will be at the core of all we do to ensure both our young people and staff feel safe, happy and nurtured in their return to school. Our school vision, which focuses on 'kindness,' will also be at the fore of our approaches to welcoming everyone back and moving forwards. Our newly revised ['Positive Relationships'](#) policy will also guide our work with all of our young people, helping build and develop strong working relationships to ensure all achieve their best.

The **first week** will be a phased return, as detailed below:

Wednesday 12<sup>th</sup> August – S4/5/6 only (8.28-3.25)

Thursday 13<sup>th</sup> August – S1 (with S6 buddy volunteers organised during Weds 12<sup>th</sup> Aug) (8.28-3.25)

Friday 14<sup>th</sup> August – S2/3 only (8.28 – 12.15)

Please note: Should your young person be eligible for free school meals these will be available for all 3 days of the phased return. Should you require a lunch, for days your young person is not in school, please contact the school by emailing [admin@knox.elcschool.org.uk](mailto:admin@knox.elcschool.org.uk) or telephoning 01620 823387 in advance to allow us to prepare these. Lunches would be collected from the front of school. These can be collected from the front of the school between 11am and 12 midday on the days your young person is not in school.

All pupils will return on Monday 17<sup>th</sup> August. School uniform should be worn and we will provide all of our new S1s with ties during their first few days.

The attached document gives you detailed information for you and your young person about their return to school. Please can I ask you to discuss this with them as it is a 'different return to school' and a 'new normal.' Thank you. We will also go over aspects of this during the phased return days and beyond.

I am well aware that there are mixed feelings and some anxiety regarding pupils returning to school full time. Please trust that we have done our utmost to prioritise the safety of our pupils and staff first and foremost in planning our return to school, while continuing to work hard to ensure we offer a high quality of learning and teaching.

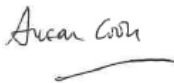
I would like to thank all pupils and parents/carers for your incredible patience during the summer as you have waited on the information about the re-opening of schools and us communicating with you over the last week. It is good we have finally got here!

Knox Academy staff are very much looking forward to seeing all pupils back at school next week. During the pandemic it has been evident that the Knox Academy and local community is an extremely kind and caring one. We will continue to build on this and work together to achieve the best outcomes for all of our young people.

If you do have any questions following reading the attached document (the school [handbook](#) may also support any questions), please do feel free to contact us at [admin@knox.elcschool.org.uk](mailto:admin@knox.elcschool.org.uk) or to contact your young person's Pupil Support Leader (as detailed in the attached document).

Enjoy the weekend and the last few days of the summer break and we will look forward to seeing your young person next week.

Best wishes

A handwritten signature in cursive script that reads "Susan Cook". The signature is written in black ink and is positioned above a horizontal line that serves as a separator.

Susan Cook

Head Teacher

## Re-Opening of Knox Academy – Wednesday 12 August 2020

### Who is able to return to school?

All pupils and staff with no symptoms of Covid-19 are able to return to school. Almost all pupils who were previously shielding will have been advised by their Clinician that it is safe for them to return. Depute Head Teachers and Pupil Support Leaders are planning for those who have been shielding through individual risk assessments, where these have been requested. For any pupil unable to return an individual plan will be put in place for them to access their learning at home. This will be delivered digitally. If any pupils have [symptoms of Covid-19](#) they should not attend school and should self-isolate for at least 10 days. Advice about booking a test can be found at [NHS inform](#). If a pupil has tested positive for Covid-19 they should also self-isolate for at least 10 days. Pupils will also need to self-isolate for 14 days if they:

- Live with someone who has symptoms or has tested positive
- Someone in their [support bubble](#) has symptoms or has tested positive
- They have been told by NHS Test and Trace that they have been in contact with someone who has Covid-19

If a pupil shows symptoms of Covid-19 at school, they will be asked to self-isolate in a well ventilated room and we will arrange as soon as possible for someone to come and collect them (this should be someone from the same household). If they are over 16, we will also contact parents/carers but if symptoms are mild, they are also able to make their own way home as long as they avoid contact with the general public, physical distance and wear a face covering if travelling on public transport.

### Is the school safe for my young person to attend?

Rigorous risk assessments have been carried out during the summer and prior to staff and pupils returning to school in August. Thorough **cleaning** will take place at the start and end of each day, and communal areas, such as toilets and dining facilities, will be cleaned during the day. At the start of each lesson work areas (chairs and desks) will be wiped clean by pupils and supported by staff (where necessary).



Regular **hand washing** is critical. All pupils will wash or sanitise their hands on arrival at school, and on departing. Hand sanitiser units will also be located at entry and exits points and in the dining area (pupils will be asked to sanitise their hands before and after eating). Hand sanitiser will be available in each classroom for use on arrival and departure. It would also be ideal if pupils could also bring their own hand sanitiser to school so they can use this at any time during the school day. If your young person suffers from any skin conditions which are irritated by sanitiser, we would urge you to contact your GP for advice.

Pupils' **toilets** will be located on each level of the school, for use during class time if required, and our larger communal toilets will be open before school, at break and lunch times only. Soap dispensers will be checked regularly and warm water will always be available. Pupils should wash their hands before and after using the toilet. Our pupils will be asked to request toilet access as and when required as opposed to trying to wait until the usual breaks or lunchtimes, as this will also prevent queuing.

The wearing of a **face mask** is not mandatory but welcomed if pupils feel safer doing so in school. The latest advice does from the Scottish Government is that face masks do not provide significant protection for the wearer, rather they primarily reduce the risk of transmission and help to suppress the virus. The Scottish Government also state that schools may wish to encourage the wearing of face masks with adults and older young people in schools as part of an enhanced system of approaches to reduce transmission. With this advice, most of our staff will be wearing face masks or visors and it may be that those in the senior phase (S4, S5 and S6) also wish to wear a face mask too. Those in younger year groups are also welcome to do so too.

The sharing of pens/pencils/rulers/calculators will be discouraged. As far as possible pupils should bring their own 'stationery kit' to school, but we will have equipment for those who need to borrow it. Wipes/sprays will be issued to pupils to clean desks, chairs and computer keyboards before use/on arrival to class as this will reassure them that their area is clean and safe for their use. When in school pupils should wear school [uniform](#) if they have it, as this also ensures we can easily identify all pupils in the building. All our new S1 pupils will be provided with a school tie in the first few weeks of arrival as part of our welcome gift to Knox Academy.

**Movement** throughout the school will be via a one way-system throughout the school building, which will be clearly signed, and pupils will be asked to follow this at all times to ensure a flow as all pupils and staff move in one direction and do not come face to face in restricted spaces.

**Curriculum** – Pupils will follow their normal school timetables and subjects. S1 and S2 will predominantly be with the same group for most of their lessons as they travel as a class/set to most of their subjects with the exception of English/Maths/Languages. In S3-S6, pupils will follow their subject choices and therefore will meet with up to 7 different groupings in a day, but these groupings (or class groupings) will be with the same pupils across the week. School College Partnership Courses will be taught online until January 2021 and provision will be made at school to ensure young people have ICT to be able to access these online. The **Library** will have limited access to small groups for learning and teaching but otherwise will remain closed. No books will be loaned out at present.

**Class sizes** - Classes will operate as normal as physical distancing has been relaxed in the school setting and on school transport and we are no longer required to uphold the 2M distancing between pupils and pupils. However this 2 metre physical distancing still applies between staff and pupils and staff and staff. For this reason, all classrooms will be set up with 2m physical distancing measure at the front of classrooms/teaching areas to ensure that the teachers/staff have an area which they can teach in but pupils must remain outside of. This is in line with the recommendations from the Scottish Gvt and East Lothian Council to protect staff from Covid-19 transmission. There may be a few circumstances this may not be possible due to supporting ASN pupils or in a medical emergency and staff will be asked to wear PPE at these times. Staff will be asked to keep classrooms and areas **well ventilated** and to open windows where possible and to leave room doors open to support the circulation of air. We will also be aiming to make use of outdoor learning, where possible, so pupils should bring an outdoor jacket with them to school.

### **Arrival and Departure Times**

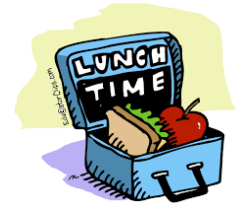
Arrival and departure times at Knox Academy will be the normal times of 8.28 and 3.25 (Monday – Thursday) and Friday 8.28 – 12.15. We understand that some pupils will arrive slightly earlier due to transport arrangements but ideally we would ask that pupils arrive from 8.20am onwards to prevent large groups gathering outside or inside the school. Pupils should make their way directly to register rooms on arrival.

Rosehall gates will be shut between the hours of 9am and 3.10pm to ensure that pupils do not use this as a thoroughfare during the school day but will remain a point of access at the start and end of the day.

Pupils arriving **late** should sign in at the office as normal and then proceed to class following the one way system as marked. Parents/carers should let the school know by email or telephone if their young person requires to leave during the school day for an appointment. When they do leave, they must sign out at the office. If they are returning to school following this appointment, they must sign back in.

## Breaks and lunchtimes

Our pupils should **not leave the school** premises during **break and lunchtime**, unless they are in **S4/S5/S6**, as shops in the Haddington area will be unable to cope with a mass arrival of our pupils, physical distancing in large groups and also to serve our pupils within the 15 minute break time and the 40 minutes lunchtime. They just don't have the capacity to do this. S4/5/6 pupils will also have to ensure they have a face mask to wear to access local shops. By allowing our 'senior phase learners' in S4/S5/6 to go out at break and lunch, we feel we are still able to support our local community and balance that with being able to offer areas across the school for other year groups should it be a wet weather day too. However, if the weather is good, pupils will be encouraged to eat lunch outside, whilst remaining in small groups and ideally within their own age groups/year group. When using the playground areas and our playing fields at break and lunchtime it is vital that pupils put all of their litter in bins provided or take it home as PE groups run their classes there and these areas need to be ready for use at all times.



A 'grab and go' food service will operate in our canteen for the month of August and hot meals should be available again as of September. **Pupils who are able to bring their own packed lunch and snacks to school are encouraged to do so.** Pupils in receipt of free school meals will be able to use our canteen service as normal. Social and eating areas will be fully supervised.

As is usual practice, S1s will be released 5 minutes early at lunchtime, until the September weekend, to help settle them into school.

## Expectations of conduct

Responsible behaviour at all times will be expected as it takes us all to make the school function in a highly effective way. As a staff team we will do our best to support and advise our pupils how to get this right in classes, corridors, breaks, lunches and in the entry and exit to the school building. However if any young person wilfully jeopardises or compromises the safety of others we may have to ask that they complete all of their learning remotely until such a time as it is safe for them to return to the school.

## Fire Evacuation

In light of all the changes to the school, our fire evacuation arrangements have been reviewed and the new procedures will be communicated to all staff and pupils during the first few days of our return to school in August so they know how this works with such things as our new one way system.

## Transport

Wherever possible pupils will be encouraged to walk or cycle to school. Parents/carers may wish to consider the health and safety of their young person first and foremost before using school transport/public transport and make arrangements to drop off and pick up their young person from school. This may also mean that areas outside school may be busier so planning to leave earlier to make your journey may be advantageous so your young person can walk the last part of the route if you drop them a little further from the school gates. The school has been liaising with transport and they should have been in touch with you during the summer about the arrangements for your young person's return to school. **Please note: face coverings are now also mandatory on school transport buses and pupils must also carry their own hand sanitiser as well for use on buses. Pupils travelling on public transport must also wear face coverings (unless they are exempt).**

## Visiting the school

Parents/Carers and Visitors will not be allowed into the school during the Covid-19 recovery unless by prior arrangement. All communication will be by telephone or email and any meetings will continue to be held virtually. It is vital therefore that we have email addresses for all of our parents/carers, so if these need updating, or you still need to give us one, please telephone the school when we open on 10th August or alternatively, drop us an email at [admin@knox.elcschool.org.uk](mailto:admin@knox.elcschool.org.uk). Thank you.

If you wish to contact your young person during school time you should call the school office as usual. Please avoid phoning your young person's mobile phone as this disrupts learning and teaching for all in the class when we have an effective system in place to get messages to pupils via our school office. Thank you for your support with this procedure.

## Phased Return

Our phased return will take place over the first three days of the new term: Wednesday 12<sup>th</sup>, Thursday 13<sup>th</sup> and Friday 14<sup>th</sup> August. The two main reasons we decided to implement a phased return were:

1. **Ensuring the health and safety of all pupils and staff** – Re-opening a large secondary school will require lots of new routines and protocols for staff and pupils. A phased return will allow each year group to have an induction which will explain new systems to pupils and ensure they feel confident, secure and safe with the return to school.
2. **Supporting the wellbeing of all pupils and staff** – Nurture principles are central in our re-opening plans. We believe that a phased return with an induction, will offer us the opportunity to re-connect with our pupils in a supportive and smaller scale setting. It is also important that our new S1 pupils have the opportunity to have a Transition experience.

The arrangements for our phased return are below:

<b>Wednesday 12<sup>th</sup> August (8.30 – 3.25)</b>	<b>Pupils in S4/5/6 are expected to attend.</b> Pupils will have a return to school induction (including an online Welcome Assembly from the Senior Leadership Team) and be issued with timetables. <b>Pupils should report to their usual register rooms on this day.</b>
<b>Thursday 13<sup>th</sup> August (8.30 – 3.25)</b>	<b>Pupils in S1 will have a Transition day (with support from S6 Leadership Team and Buddies).</b> This will include tours of the school, the opportunity to meet key members of staff, get to know their S6 supporters and be issued with timetables. The new S1s will also have an online Welcome Assembly from the Senior Leadership Team.  <b>S1 Pupils should report to the back of the school by 8.30am and meet their S6 Buddies on the school playing fields. Their S6 Buddy will be holding a class sign up with the class name on it. Their register teacher will be there too. Pupils will then be accompanied by their register teacher and S6 Buddy to their register room. Their S6 Buddy will stay with the class all day and for their first few weeks at Knox Academy to help them settle in and take them to and from classes.</b>

<b>Friday 14<sup>th</sup> August (8.30 – 12.15)</b>	<b>Pupils in S2/3 are expected to attend.</b> Pupils will have a return to school induction and be issued with timetables (including an online Welcome Assembly from the Senior Leadership Team)  <b>Pupils should report to their usual register rooms on this day.</b>
<b>Monday 17<sup>th</sup> August</b>	<b>All pupils will attend</b>

The Induction Days will focus on supporting our young people as they try to make sense of lockdown. Our priority at this time is to make time and allowance for the mental, emotional and physical wellbeing of our pupils. We will also be focusing on rebuilding relationships with staff and their peers. During the Induction Days pupils will also be given their new timetables and will be given detailed information about their role in ensuring the health and safety of themselves and others.

For the first week back (Wed 12<sup>th</sup> – Tuesday 18<sup>th</sup> (inclusive), PE will be classroom based. This to allow the PE staff to meet with pupils and go over health and safety arrangements for the term. Pupils should bring a change of clothing for PE as all lessons will take place outdoors for the foreseeable future and until we are advised it is safe to resume indoor sport.

**Hubs** - Our Hub provision has now finished.

### **Bringing Your Own Device**

Pupils will be encouraged to bring their own device to school now. These devices should be fully charged in readiness for learning as we will be unable to provide charging facilities. Ideally these devices should be a Chromebook but laptops are also ideal. The school will be able to provide pupils with Chromebooks for learning when needed in school. Mobile phones are not best used for learning and teaching and therefore should remain switched off and in bags during and between lessons and only used before/after school and break or lunch times.



### **Reporting, Tracking and Monitoring**

Due to physical distancing, our parent consultation evenings, for at least the first term, are unlikely go ahead as previously planned. We are keen to share updates on the learning of our pupils and therefore will endeavour to share as much information as possible through our reporting systems. The intention is to share formal reports twice a year for each young person in line with the school calendar. Pupil Support Leaders (formerly known as Guidance teachers) will be able to support parents/carers if you have a particular question about your young person's progress or you need some advice/support for your young person. They can be contacted at:



Ms Adam - [ladam1@knox.elcschool.org.uk](mailto:ladam1@knox.elcschool.org.uk) (Garleton Pupil Support Leader (PSL))

Mr Meekison - [smeekison@knox.elcschool.org.uk](mailto:smeekison@knox.elcschool.org.uk) (Lammerlaw PSL)

Mrs Doig - [wdoig@knox.elcschool.org.uk](mailto:wdoig@knox.elcschool.org.uk) (Traprain)

Dr Lyon - [vlyon@knox.elcschool.org.uk](mailto:vlyon@knox.elcschool.org.uk) (PSL Support for Learning)

Ms Fox - [sfox@knox.elcschool.org.uk](mailto:sfox@knox.elcschool.org.uk) (PSL for Inclusion)

## What should pupils bring to school?

We are currently planning to increase the amount of subject-specific materials that we can provide to pupils so they can bring them in and out of school, to reduce the amount of shared resources used in class. Any such materials will be provided for pupils on their return to school if required.



It is more important than ever that pupils have a **school bag**, to bring items in and out of school as no lockers will be accessible when we start this term. On the first day back we will check that all pupils have a suitable school bag.

The items that should be in that school bag are:

- Pens/Pencils/ruler/rubber/sharpener
- A calculator
- Whiteboard pen and eraser
- Glue stick and small pair of scissors (rounded edges)
- A couple of full water bottles.

*In line with government advice **our water fountains will not be operating in August.***

- Optional: A packed lunch and snacks. (*Canteen facilities will be available at break and lunchtime for all pupils who are unable to bring this*)
- Optional: Chromebook or laptop, **only** if one can be brought in from home (please don't go purchasing one)
- Hand sanitiser (if possible, and a 'must' if travelling on school transport)
- An outdoor jacket - *To maximise the possibility of safe (and warm!) outdoor learning.*