

Contingency Plan for Knox Academy

Who is able to return to school?

Pupils with serious underlying health conditions and are shielding are not advised to return to school until the Scottish Government advise them to do this. This also applies to our staff team. Our staged return will only apply to pupils who are not shielding, self-isolating and have no symptoms of Covid-19, as advised by the Scottish Government. However all pupils shielding will be able to access their home-learning on Google Classrooms during the time they are unable to attend for their in-school learning.

Is the school safe for my young person to attend?

Rigorous risk assessments will be 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. Hands will also be washed/sanitised when moving between classes and at break and lunchtime. Soap dispensers will be checked regularly and warm water will always be available. Physical distancing will be ensured through sensitive supervision of communal toilet areas and individual toilets, on each level of the school, with hand washing facilities will also be available to all pupils. 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 to school.

All communal toilets will be shut during the Staged Return, with the exception of break and lunch, where these will be sensitively monitored by staff, with only two pupils being allowed in at any one time. Pupils will be able to access the many individual toilets around the school building, on all levels, which will ensure that physical distancing can be maintained. 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. Some of our staff team may also choose to wear masks. We will also adhere to the Scottish Government's advice of Test and Protect (Test, Trace, Isolate and Support). We will also have a self-isolation room in the school for pupils or staff who shows symptoms and we will arrange for them to be picked up as soon as possible.

The sharing of resources such as 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 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 [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 limited for pupils in S1 and S2 and teachers will generally go to their classroom to teach them. As pupils in S3-S6 are following subject choices there will be more

movement around the school for these year groups. However as these year groups have been paired up with younger years in our Staged Return Models there will still be far less movement than in a normal school day. We will operate 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 physical distancing takes place in corridors, as well as in classrooms.

Class sizes - Classes will generally accommodate no more than 10 pupils and all rooms have been audited to ensure appropriate spacing of desks, following the current 2m guideline. In a small number of occasions, larger groups of up to about 30-40 pupils may be taught together in the assembly hall or games hall. These are large areas and allow for adequate physical distancing between desks. All classrooms will be set up with 2m physical distancing measures for everyone's safety and we ask that this measure, put in place by the Scottish Government to control the spread of Covid-19, is adhered to all times when pupils and staff are on school premises. 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

Pupils will have a fifteen minutes flexible arrival and departure time to ensure staggered entry and exit to the school building. Pupils should arrive from 8.15 onwards and will be asked to enter the school by a specific year group entrance to ensure we minimise large numbers arriving through our main school entrance. On arrival pupils must proceed straight to their register room and stay in it. If a pupils arrives late they should proceed to the main entrance and sign in at the office.

At the end of the day, year group dismissal will also be staggered, with 5 minutes between departure times, and pupils will be asked to leave by the nearest exit to the classroom they finished their day in. As the year group will be spread across the school this should mean that physical distancing can take place. Pupils will be asked to go straight home or to the buses/taxis if they have home/school transport.

Breaks and lunchtimes

Our pupils will not be allowed to leave the school premises during **break and lunchtime**, unless they are S5/S6 pupils who have completed their learning for the day. Pupils will be encouraged to use the school grounds (including the playing fields) wherever possible to reduce contact. This approach is being used in all East Lothian schools. Break and lunch time will be staggered to minimise contact and reduce queues for those who need to pick up food from our canteen. A 'grab and go' food service will operate in our canteen, and pupils who are able to bring their own packed lunch and snacks to school will be 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 and physical distancing will be maintained. If the weather is good, pupils will be encouraged to eat lunch outside, whilst maintaining physical distancing.



Expectations of conduct

The Scottish Government has specified that in order for schools to re-open safely we all must adhere to 2 metres physical distancing and all pupils and staff will be expected to fully cooperate with this to ensure we are all safe at Knox Academy. Responsible behaviour at all times will be expected. 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 during the Staged Return, 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.

Transport

Wherever possible pupils will be encouraged to walk or cycle to school. Spaces on school transport will be more limited with physical distancing and 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 for those who have arrangements in place to let them know what days and times year groups will be in. A letter will come directly from Transport Services, during the summer, to all parents of pupils who get transport, clarifying the arrangements for returning to school.

Visiting the school

Parents/Carers and Visitors will not be allowed into the school during the Covid-19 recovery and until we reach Stage 4. All communication will be by telephone or email and any meetings will be held virtually during Stage One to Stage Three. 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. 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.

Blended Learning

As set out by the Scottish Government, and to support schools reconnecting with our learners in a safe and socially distanced way, pupils will be taught using a 'blended learning' approach. This is quite different from the online learning approach that took place between March and June in that pupils will have some of their learning face to face with their teachers in school and this will be supplemented with Google Classrooms when at home.



In-school learning. In the week before schools return (3-7 August) we will share more detailed plans, and our pupils will receive their actual timetable on their first day back in school, as happens in normal times.

For the first few days we 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 peers. In the younger year groups (S1 and S2) there will be a focus on health and wellbeing, literacy and numeracy. We have designed an in-school programme enabling our S1 and S2 pupils to experience the majority of their other curriculum subjects with subject specialists (although not

necessarily the teacher they will have for the remainder of the year). However some of the more practical subjects such as CDT, Home Economics or Physical Education will not be delivered at the current time. All subjects will be able to be worked on at home (including elements of practical activities where appropriate) as part of our blended learning. Planning is underway for more of the practical subjects to have a greater educational input later in the year when it is safer to do so. In S3-S6, pupils will continue to study all their chosen subjects but this may be through longer blocks of time in each subject and across a few days. Their in-school experience will focus on aspects of the curriculum that are best suited to teacher directed learning.

Home Learning will complement the in-school learning. Google Classroom will continue to be the platform used for accessing home learning for all of our pupils. There will new learning presented through Google Classrooms, some 'live or virtual lessons' and 'tutorials,' as well as Google Class Meetings. Some teachers will also use 'flipped learning,' which is where pupils complete tasks in readiness for the learning of a new topic when they come in to school. This allows the teacher to progress learning at a slightly faster rate and is especially useful during senior stage. Feedback will be given to pupils on their learning both at home and when in school.

The blended learning approach therefore allows for a mixture of direct teaching, online/virtual learning/tutorials and feedback. When pupils adapt to this, it helps them become more independent in their learning and make the most progress.

What are our expectations with Blended Learning?

Our expectation is that pupils engage and commit fully with our blended learning approach to ensure they make effective progress in their learning. It would be very much appreciated if parents/carers support our high expectations and work with us to support your young person by establishing a focused learning routine for them on the days they are at home. Creating a study space or area at home can really help to support this too. We would ask that they actively participate in all of their Google Classrooms to ensure they keep pace with their class and also to enable them to link their learning between school and home, so the transition from one to the other is seamless and blended. Pupils will also still get support and feedback in their online Google Classrooms to support their learning. During home learning days we recommend planning for regular breaks and ensuring that exercise and fresh air are a key component of time at home.

Bringing Your Own Device

Pupils will be encouraged to bring their own device to school in August. 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 and for home learning, should your young person not have a device at home. Please notify the school as soon as possible, by email (admin@knox.elcschool.org.uk), or telephone, if you would like a loan of one for this purpose. 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 will not 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. Given that pupils will be experiencing a blended approach to their learning, our reports will cover progress within class



time at school and work completed at home. Both elements of the work will contribute to the evidence of progress, and will help us assess appropriate next steps for learning, target grades and levels of study. Learner conversations will not be as fluent as in previous years, however they will be taking place through face-to-face conversations when in school and through on-line contact with class teachers. As always, if you require further information at any point in the school year, you can get in touch through the appropriate Pupil Support Leader (House).

What will the Blended Learning Timetable look like at Knox Academy?

We have planned a 'Four Stage' approach to help our pupils settle back into learning, which aligns with the advice given by the Scottish Government and adheres to 2m physical distancing. If the Scottish Government reduces the physical distancing to 1 metre during the school holidays this may allow us to move from Stage One to Stage Three. However, even if this is the case, we will still start the school year with Stage One to allow us to connect with our pupils, in smaller numbers, to support their health and wellbeing and the re-building of relationships with staff and their peers. The exact details timing of our move to Stage Three would be communicated with parents following the start of term.

Although the six secondary Head Teachers across East Lothian Council have worked to achieve as equitable approach as possible across our schools as we designed our models, we are unable to offer the exact same approaches in all of our schools as our building capacities and staffing are different. What we have done is share our models and supported each other to ensure our individual ones were the best we could devise.

During the Covid-19 recovery and reconnecting process in East Lothian, we will move to a model whereby in-school learning will take place for pupils from Monday – Thursday. Some of this time the pupils will be in school, and the rest of the week they will learn from home, supported by teachers in their Google Classrooms. During the Covid-19 recovery period teachers will use Fridays flexibly, for planning and preparation, as the blended learning approach requires staff to provide two different modes of delivery for all of our pupils. The Fridays may also be used to invite particular groups into school to support small group work.

When will pupils be in school?

Stage	Dates	Days	Pupils in school	Explanation (more detail below)
1	12 August to 21 August	8	One year group	This will allow us to work closely with our pupils, ensuring they understand new ways of working and reconnecting with them. There will be a focus on nurture throughout this stage and onwards.
2	24 August onwards		See details below	Careful increase of pupil numbers in school to allow adaptation of school approaches
3	<ul style="list-style-type: none"> TBC 	tbc	Three year groups	We will move to Stage 3 based on staff availability or when the Scottish Government announces a move to 1m physical distancing
4	When confirmed by government	tbc	All year groups	Stage 4 can only happen once physical distancing is no longer required.

Stage One

Allows us to connect with one year group each day. The first day each year group attends will be an **Induction Day** and will allow us, in small groups, to engage with our learners again and explain systems

and protocols across the school to ensure the safety of all during Stage One and Stage Two. This will cover such things as timetables, hand-washing, physical distancing measures, one way systems, breaks and staggered lunches, arrival and departure procedures, fire drills, movement throughout the school (one way systems) etc. Pupils will then reconnect with their teachers in Stage One, with a focus on literacy, numeracy and health and well-being, as well as many of their normal timetabled subjects. Home-learning will continue on the days our young people are not in school. Creative teaching and effective planning, for Blended Learning, by our staff, will ensure we do our best to ensure all of our young people continue to progress in their learning. We will continue to listen to our learners to modify our approaches to best meet their needs in all of our classrooms.

Stage 1: Re-opening and re-connecting			
Day	Date	Pupils in School	
Monday Week 1	10 August	IN-SERVICE No pupils to attend	
Tuesday	11 August	IN-SERVICE No pupils to attend	
Wednesday	12 August	All S5 & S6 pupils should attend	BGE Pupils are pupils in year groups S1, S2 and S3
Thursday	13 August	All S1 pupils (and identified S6 buddies only)	
Friday	14 August	<i>NO PUPILS to attend this day to allow staff preparation for blended learning resources and the school to be deep cleaned</i>	
Monday Week 2	17 August	S4	Senior Stage Pupils are pupils in S4, S5 and S6
Tuesday	18 August	S2	
Wednesday	19 August	S3	
Thursday	20 August	All S1 pupils (and identified S6 buddies only)	All other pupils to undertake lessons on Google Classroom in line with the learning started before the summer holidays
Friday	21 August	<i>Flexible Friday – staff preparation and planning for Blended Learning. This may also be used for e.g. small group practical sessions in Senior Stage (agreed in advance). Deep clean of the building.</i>	

The Senior Leadership Team will meet and greet pupils on arrival, along with some of our S6 who will be supporting us with this. S6 will also be supporting the new S1 to take them to their classes during the first few occasions at the school and until they settle in.

Stage Two

As we move to Stage Two more young people will be in school each day and we have planned a timetable that allows each year group a day in school each week, with a Thursday also having a 'rotation' so that over the weeks, each year group will have an extra day in school for face:face learning (if we go beyond 17 September with this Stage, we will ensure that 1Y also get an extra day face:face teaching as they are in on a Thursday already so will need to be moved to another day to accommodate this during Week 7). S5/6 will only be expected to attend their timetabled classes on the days they are in and will be advised to leave school once they have completed their classes. If they are unable to do so due to transport, they must report to a supervised room to continue their studies for the time they have between classes or until the end of the day when they can be transported home. The reason we are choosing to run a National Courses Day (where all S4 will attend, with any S5/6 who are also doing SQA qualifications at a National level, is to ensure that we can staff these classes with subject specialists and that all of our pupils get learning and teaching in all of their subject areas). S5/6 pupils must remember that in a normal week, they would be timetabled with S4 pupils at this time and therefore if doing National qualifications it is vital they attend on these days too. S4-S6 is a senior stage curriculum and not a year group one, with pupils doing qualifications at their level.

Stage 2: Nurture/reconnect and developing our curriculum			
Monday Week 3	24 August	<p>SENIOR STAGE: National Courses (anyone in S4, S5 or S6 following National 3, National 4 or National 5 courses to attend)</p> <p>BGE: Only 1X Classes: 1G1, 1L1, 1T1</p>	All other pupils to undertake lessons on Google Classroom in line with the learning started before the summer holidays
Tuesday	25 August	<p>SENIOR STAGE: Higher & Advanced Courses ONLY (only pupils in S5/6 following any Higher or Advanced Higher courses should attend)</p> <p>BGE: Only 2X Classes: 2G1, 2L1, 2L2</p>	
Wednesday	26 August	<p>No Senior stage pupils</p> <p>BGE: All of S3 Plus 2Y Classes: 2G2, 2T1, 2T2</p>	
Thursday ROTATION + 1Y	27 August	<p>SENIOR STAGE: National Courses ONLY (anyone in S4, S5 or S6 following National 3, National 4 or National 5 courses to attend)</p> <p>BGE: Only 1Y Classes: 1G2, 1T2, 1L2</p>	
Friday	28 August	<i>Flexible Friday – staff preparation and planning for Blended Learning. This may also be used for e.g. small group practical sessions in Senior Stage (agreed in advance). Deep clean of the building.</i>	
Monday Week 4	31 August	<p>SENIOR STAGE: Higher & Advanced Courses ONLY (only pupils in S5/6 following any Higher or Advanced Higher courses to attend)</p> <p>BGE: Only 1X Classes: 1G1, 1L1, 1T1</p>	All other pupils to undertake lessons on Google Classroom or as arranged with class teachers as part of blended learning plans.
Tuesday	1 September	<p>SENIOR STAGE: National Courses ONLY (anyone in S4, S5 or S6 following National 3, National 4 or National 5 courses to attend)</p> <p>BGE: Only 2X Classes: 2G1, 2L1, 2L2</p>	
Wednesday	2 September	<p>No Senior stage</p> <p>BGE: All of S3 Plus 2Y Classes: 2G2, 2T1, 2T2</p>	
Thursday ROTATION + 1Y	3 September	<p>SENIOR STAGE: Higher & Advanced Courses ONLY (only pupils in S5/6 following any Higher or Advanced Higher courses to attend)</p> <p>BGE: Only 1Y Classes: 1G2, 1T2, 1L2</p>	

Friday	4 September	<i>Flexible Friday – staff preparation and planning for Blended Learning. This may also be used for e.g. small group practical sessions in Senior Stage (agreed in advance). Deep clean of the building.</i>	
Monday Week 5	7 September	SENIOR STAGE: National Courses ONLY (anyone in S4, S5 or S6 following National 3, National 4 or National 5 courses to attend) BGE: Only 1X Classes: 1G1, 1L1, 1T1	All other pupils to undertake lessons on Google Classroom or as arranged with class teachers as part of blended learning plans.
Tuesday	8 September	SENIOR STAGE: Higher & Advanced Courses ONLY (only pupils in S5/6 following any Higher or Advanced Higher courses to attend) BGE: Only 2X Classes: 2G1, 2L1, 2L2	
Wednesday	9 September	No Senior stage BGE: All of S3 Plus 2Y Classes: 2G2, 2T1, 2T2	
Thursday ROTATION + 1Y	10 September	No Senior stage BGE: All of S3 1Y Classes: 1G2, 1T2, 1L2	
Friday	11 September	<i>Flexible Friday – staff preparation and planning for Blended Learning. This may also be used for e.g. small group practical sessions in Senior Stage (agreed in advance). Deep clean of the building.</i>	
Monday Week 6	14 September	SENIOR STAGE: Higher & Advanced Courses ONLY (only pupils in S5/6 following any Higher or Advanced Higher courses to attend) BGE: Only 1X Classes: 1G1, 1L1, 1T1	All other pupils to undertake lessons on Google Classroom or as arranged with class teachers as part of blended learning
Tuesday	15 September	SENIOR STAGE: National Courses ONLY (anyone in S4, S5 or S6 following National 3, National 4 or National 5 courses to attend) BGE: Only 2X Classes: 2G1, 2L1, 2L2	
Wednesday	16 September	No Senior stage BGE: All of S3 Plus 2Y Classes: 2G2, 2T1, 2T2	
Thursday ROTATION + 1Y	17 September	No Senior stage BGE All of S2 1Y Classes: 1G2, 1T2, 1L2	
Friday		HOLIDAY – Long weekend	

Stage Three- Timetable

We will move to Stage 3 based on staff availability or when the Scottish Government announces a move to 1m physical distancing. This will see our pupils in S1-S3 attend Monday-Thursday and then home-learn the following week. This will rotate with S4-S6, who will home-learn the week S1-S3 (BGE) are in school, and have their in-school learning the following week. Home-learning using Google Classroom will continue to complement the in-school learning. The exact details of this stage will be shared at a later stage and within the first few weeks of returning to school in August.

Stage 3

All pupils attend school every second week. Home-learning will still complement in-school learning.

Day	Year groups
Monday	Senior Stage
Tuesday	Senior Stage
Wednesday	Senior Stage
Thursday	Senior Stage
Friday	Flexible
Monday	BGE
Tuesday	BGE
Wednesday	BGE
Thursday	BGE
Friday	Flexible

Stage Four – Stage 4

All pupils in school. This will only start when no physical distancing is required in Scottish schools

Hubs - Our Hub provision will continue to provide emergency childcare for key workers and vulnerable young people where required.

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 in August.

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 during Stages 1-3. 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)
- An outdoor jacket - *To maximise the possibility of safe (and warm!) outdoor learning.*