



Ark Globe Academy

Planning approach to the Government tier system

This document is designed to outline the approach at Ark Globe Academy to the government's recently published document around the tiers of local restrictions that could be put in place with a local lockdown due to COVID19.

Tier 1: Context

- During tier 1 the default position is that all schools are open fully to students.
- There may be situations where individual students or groups of students are sent home.

Tier 1: School responsibility

- Ensure Secondary students and staff wear face coverings in communal areas and where instances of social distancing cannot be maintained.
- Update the school behaviour policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that it is statutory.
- Complete a daily summary of education provision to the DfE.
- Reduce provision of clubs before and after school to reduce mixing of students.

Tier 1: Description of provision

	Primary Phase	Secondary Phase
School organisation	School arranged into year groups zones so there is no mixing between them. At lunch, each year group eats separately from others to avoid mixing. Students play in clearly demarcated zones. Entry and exit times have been staggered. Students remain in their classroom so there is no mixing.	School arranged into year groups so there is no mixing between them. Each group has their own entry, exit, break, lunch and toilet area. The school building and playground is split into different zones so that students across year do not mix. The Sixth Form operate as one group
Clubs and enrichment	A small number of after school clubs will be provided in year groups only to avoid mixing and will start in Autumn 2.	Before school and after school clubs are running. These are year group based apart from a few, where social distancing can operate.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	There is no requirement for Primary staff to wear face coverings or visors in communal areas or classrooms. If staff choose to wear a face covering, Ark Globe will provide a visor.	Students and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.

Remote learning	If individual students have to self-isolate they are provided with work at home.	If individual students have to self-isolate they should access lesson PowerPoints through the school VLE and complete work in the folders provided. Where possible, Year 11 and Year 13 should aim to join classes happening in school through MS Teams. Students who have issues with accessing the resources on the VLE should contact the school and hard copies of work packs will be sent home. Students in self-isolation are still expected to complete Home Learning that is set and submit this to their teachers.
Risk assessment	Reviewed weekly by the Executive Principal and the Academy Leadership Team.	Reviewed weekly by the Executive Principal and the Academy Leadership Team.

Tier 2: Context

- Primary schools are fully open to students
- Secondary schools will operate an onsite / offsite rota system with 50% of students onsite at any one time.
- The secondary school has designed a timetable that can change whenever this is required.

Tier 2: School responsibility

- Operate a one week on one week off timetable for all students in the Secondary apart from year 11 who will be in school full time.
- Review the school risk assessment.
- Issue meal vouchers for Secondary students with FSM.
- Secondary students and staff to wear face coverings in communal areas and in instances where social distancing cannot be maintained
- Update the school behaviour safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Inform parents of changes to school attendance so that they are aware that continue to be statutory.
- Complete a daily summary of education provision to the DfE.
- Provide provision of education for children of key workers and students who need additional support.
- Make adequate provision for cleaning between the groups.

Tier 2: Description of provision

	Primary Phase	Secondary Phase
School organisation	School arranged into year groups zones so there is no mixing between them. At lunch, each year group eats separately from others to avoid mixing. Students play in clearly demarcated zones. Entry and exit times have been staggered. Students remain in their classroom so there is no mixing.	Year 11 and Year 13 to remain in school full time Other year groups will operate a 50% ¹ two weeks on, two weeks off timetable. Year groups at home should complete the two-week remote learning packs on the website. Hard copies will be sent to those unable to access these. Each group has their entry, exit, break, lunch and toilet block. However, a small group of students from each year group will remain at school throughout. This group will be the children of keyworkers and students in need of extra pastoral support.

¹ This is 50% of the school's capacity as a whole and has been calculated on the basis of an attendance rate of 96% (average attendance).

Clubs and enrichment	A small number of after school clubs will be provided in year groups only to avoid mixing and will start in Autumn 2.	Before school and after school clubs will continue to operate for year groups on site. Where possible, clubs will operate online for year groups at home.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	There is no requirement for Primary staff to wear face coverings or visors in communal areas or classrooms. If staff choose to wear a face covering, Ark Globe will provide a visor.	Students and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	If individual students have to self-isolate they are provided with work at home.	Where possible, Year 11 and Year 13 should aim to join classes happening in school through MS Teams. Students who have issues with accessing the resources on the VLE should contact the school and hard copies of work packs will be sent home. Students in self-isolation are still expected to complete Home Learning that is set and submit this to their teachers.
Risk assessment	Reviewed weekly by the Executive Principal and the Academy Leadership Team.	Reviewed weekly by the Executive Principal and the Academy Leadership Team.

Tier 3: Context

- Primary schools are fully open to students
- Secondary schools will open for children of key workers and students who require additional support only.
- The secondary school has designed a timetable that can change whenever this is required.

Tier 3: School responsibility

- Operate a complete educational provision through remote learning
- Secondary: Provide full time education onsite for children of key workers, students who require additional support, as well as selected year groups determined by the DfE
- Review the school risk assessment.
- Issue meal vouchers for Secondary students with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents.
- Update website with interventions in place.
- Inform parents of changes to school attendance so that they are aware that it is statutory for the primary school.
- Complete a daily summary of education provision to the DfE
- Provide provision of education for children of key workers and those require additional support.
- Make adequate provision for cleaning between the groups,

Tier 3: Description of provision

	Primary Phase	Secondary Phase
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School organisation	School arranged into year groups zones so there is no mixing between them. At lunch, each year group eats separately from others to avoid mixing. Students play in clearly demarcated zones. Entry and exit times have been staggered. Students remain in their classroom so there is no mixing.	Students complete two-week remote learning packs that are on the website. These packs are supported by a timetable of online lessons which students should attend. Onsite provision is in place for the children of key workers and children requiring additional support.
Clubs and enrichment	A small number of after school clubs will be provided in year groups only to avoid mixing and will start in Autumn 2.	Where possible, clubs will operate online.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	There is no requirement for Primary staff to wear face coverings or visors in communal areas or classrooms. If staff choose to wear a face covering, Ark Globe will provide a visor.	Students and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	If individual students have to self-isolate they are provided with work at home.	All students should complete two week work packs which are on the website. These packs will be supported by a timetable of online lessons taking place on MS Teams. At the end of each two week period there will be an assessment in each subject.
Risk assessment	Reviewed weekly by the Executive Principal.	Reviewed weekly by the Executive Principal and the Academy Leadership Team.

Tier 4: Context

- Primary schools will open for children of key workers and students who require additional support only.
- Secondary schools will open children of key workers only and children who require additional support.
- The school has designed a timetable that can change whenever this is required.

Tier 4: School responsibility

- Operate a complete educational provision for all Students through remote learning
- Provide education onsite for all Primary and Secondary children of key workers and students who need additional support.
- Review the school risk assessment.
- Issue meal vouchers for all students with FSM.
- Update the school behaviour and safeguarding policy with any relevant changes.
- Communicate policy and procedures clearly to parents
- Complete a daily summary of education provision to the DfE
- Provide provision of education for children of key workers and students who require additional support.
- Make adequate provision for cleaning between the groups,

Tier 4: Description of provision

	Primary Phase	Secondary Phase
School organisation	Provision in place for remote learning for all students. Onsite provision (Community Classrooms) in place for children of key workers and students who require additional support.	Students complete two-week remote learning packs that are on the website. These packs are supported by a timetable of online lessons which students should attend. Onsite provision is in place for the children of key workers and children requiring additional support.
Clubs and enrichment	No after school provision.	Where possible, clubs will operate online.
Cleaning	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings	Cleaning regime supplemented with additional cleaning taking place in accordance with Gov.uk guidance: covid-19-decontamination-in-non-healthcare-settings
Face coverings	Face coverings to be worn by all staff in communal spaces and in instances where social distancing cannot be easily maintained.	Students and staff wear face coverings in communal areas whilst moving around the school. Staff, who choose to, wear visors in lessons.
Remote learning	Students will be provided with remote learning through narrated PowerPoints and access to booklets and other resources. Weekly phone calls home to all pupils.	All students should complete two-week work packs which are on the website. These packs will be supported by a timetable of online lessons taking place on MS Teams. At the end of each two-week period there will be an assessment in each subject.
Risk assessment	Reviewed and revised by the Executive Principal in relation to tier decisions.	Reviewed weekly by the Executive Principal and the Academy Leadership Team.