

Form Time Briefing: Changes to Operations

Respect

Ambition

Bravery

June 2021

Changes to Operations at AA

- Reminder of Inset Day on Monday 14th June 2021
- Academy Operations from Tuesday 15th June 2021

Changes

Start times

- All students will start school at 8:30am and finish school at 2:35pm - students may arrive no earlier than 8:15am
- Students will enter through the top and middle gates:-
 - Year 7 and 8 will enter through the top gates as their form rooms are in upper school
 - Year 9 and 10 will enter through the middle gates as their form rooms are in lower school
- On entering school students will be in their year group bubbles in the following areas:-
 - Year 7 - Outside the MET block -
 - Year 8 - Outside Science
 - Year 9 - Outside the Technology Block
 - Year 10 - In the canteen

Changes

Lates

- All students must be on site by 8:30am
- Mr P will be on the gate until 8:45am to process late students
- Students who arrive after 8:45am will be buzzed in via Grit Bin gates and will have their names taken by Ms Lawrence
- Students will report to HOY in HUB by going around the back of the library building and down the ramp to the hub - arrows will be marked to indicate the route
- Detentions will be issued for all lates

Brotherton Bus

- Will return to normal times and students will be issued with Brotherton Bus passes
- Will still operate from Main Visitor Car Park

Changes

Bikes

- All students will use Upper Bike Shed
- Year 7 and 8 students will then report to their Upper School outdoor area
- Year 9 and 10 will follow the different coloured hub arrows for the late students (around the back of the library building and down the ramp) to get to lower school, then will report to their outdoor area / canteen

Changes

Form Time

- At 8:30am students will line up in Form Groups in their outside area and Form Tutors will collect students and escort them, following the one-way system, to Form Rooms
- Year 10 students will dismiss directly to Form Time - Form Tutors will greet in classrooms
- Form Time will be at the beginning of the day for all students
- Form Tutors will take attendance and dinner registers
- Form Tutors will check all uniform, hair, nails and jewellery each morning
- Form Tutors will check equipment each morning
- Form Tutors will support all students in starting their day and be the first point of contact for any queries or concerns

Form Tutors

7.1	Ms Greaves	U38
7.2	Ms <u>Galtrey</u>	U47
7.3	Mr Kemp	U36
7.4	Mrs Kelly(Not Tuesday)/Ms <u>Sissons</u> (Tuesday)	U4
7.5	Mr Singleton	U45
7.6	Mr <u>Woodfine</u>	U15
7.7	Mr Ennis	U42
7.8	Mr Hough	TBC
8.1	Ms Wadsworth	U1
8.2	Ms Sanderson (Monday-Thursday)/ Ms <u>Sissons</u> (Friday)	U2
8.3	Miss <u>Matthewman</u>	U3
8.4	Mrs Walker	U8
8.5	Mrs <u>Halman</u>	U5
8.6	Miss Milner	U6
8.7	Mrs <u>Howse</u>	U7
9.1	Mr <u>Fulford</u>	L3
9.2	Mr Clarke	L2
9.3	Mr Amos	L4
9.4	Mrs <u>Coleyshaw</u>	L21
9.5	Ms O'Neill	L6
9.6	Mrs Robinson	L23
9.7	Mr Le Gall	L25

9.8	Miss Durant	U37
10.1	Mrs Ball	L26
10.2	Mr <u>Olumegbon</u>	L33
10.3	Miss Barker	L31
10.4	Mrs Elliott (Tuesday, Wednesday, Friday)/ Miss <u>Annekin</u> (Monday & Thursday)	L27
10.5	Miss <u>Hannam</u>	L34
10.6	Mrs Wilson (Tuesday & Thursday)/ Mrs Heath(Monday, Wednesday & Friday)	L9
10.7	Mr Dye	L11
10.8	Mrs Robinson	L29
P.A	Mrs Nickerson/ Mrs Bell	U27
Business	Mr L Wharin/ Mr S Wharin	U20
H&S Care	Ms <u>Shillito</u> / Ms <u>Hoyland</u>	U10

Changes

Rooming

- Staff will remain in their rooms and students will move around school in a one way system to go to those rooms.
- Students to sanitise as normal on entering all rooms - EVERY LESSON.

Break Times

- Students will have break in their morning outdoor areas:
 - Early Break 10:50 to 11:00am for years 7 and 10 (ADT quad)
 - Late Break 11:00 to 11:10am for years 8 and 9

Changes

Lunch Times

- There will be two lunch times as follows in the lower canteen:-
 - Early Lunch 12:05 - 12:35pm for years 9 and 10
 - Late Lunch 1:05 - 1:35pm for years 7 and 8
- Students will be divided within these sessions as to when they can access the canteen:-
 - 12:05 - 12:20pm - Year 10 students will eat then go outside for social times / toilet
 - 12:20 - 12:35pm - Year 9 students go outside for social times / toilet then move to the canteen to eat
 - 1:05 - 1:20pm - Year 8 students will eat then go outside for social times / toilet
 - 1:20 - 1:35pm - Year 7 students go outside for social times / toilet then move to the canteen to eat

Changes

Sixth Form Lunch

- Sixth Form students will be able to eat in the common room.
- Sixth Form will continue with current arrangements and timings for ordering a lunch

Changes

End of Day

- Students will exit via the gate nearest to where their Period 5 lesson is:
 - Lower School - Middle Gate near Library building and Bungalow
 - Upper School - Main Gate

Changes

Hubs

- Hubs will be disbanded and HOYs will be based in Student Welfare
- Safeguarding team will move to the Study Area

Changes

Academy One Way System

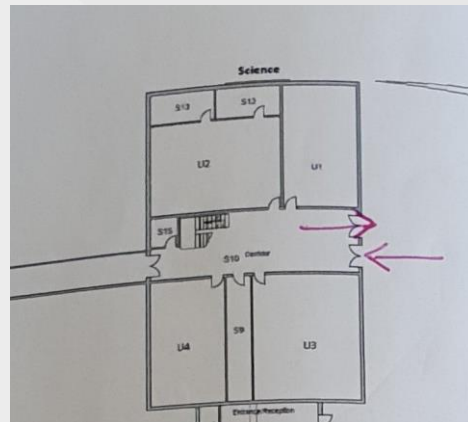
- There will be a very strict one way system in place across school - please see the maps and descriptions on the following slides.
- The basic premise of our one way system is up the stone steps to upper school, around to science, music and through the quad to MET, exit through the MET gates and down the field to lower school. Move along the path next to ADT, through the ADT quad and into Lower School via the canteen doors. This way students and staff will do a loop outside when moving around site. Each building then will have it's own one way system outlined below.
- Everyone must keep to the left when moving around site, corridors and stairs and use the left hand doors to go into a building.

Academy One Way System

- Upper School

- Science

- In through the left hand doors and out through the right hand doors. Keep to the left on corridors and stairs.
- Teachers will dismiss students from upstairs first; this will be led by Faculty Leader.



Academy One Way System

- Upper School

- Music / SEND / Theatre / Turbine Rooms

- In via music doors and either straight up corridor to Turbine Rooms or left to Drama / Dance / Business / SEND.
- From Turbine rooms, down field side corridor and out via automatic doors
- From Drama / Dance / Business / SEND out via automatic doors.
- Out via MET gates and down field to Lower School.

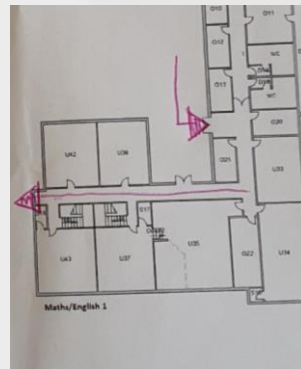


Academy One Way System

- Upper School

- MET (Maths and English Block)

- In via quad doors near Mrs Moore's office and out via doors near Mr Ennis's room. Keep to the left on corridors and stairs.
- Teachers will dismiss students from top floor, then middle and then bottom. This will be led by Faculty Leaders.

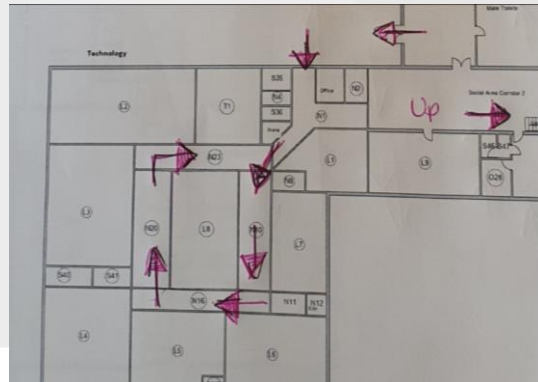


Academy One Way System

- Lower School

- ADT & Café Tower

- In via main quad doors near Mrs Eastwood's office and out via doors near PE Classroom, into Café Zest and out doors opposite Boy's toilets. Follow existing one way system in ADT.
- To access Café Tower, in via main quad doors near Mrs Eastwood's office and turn left, up via stairs near PE Classroom.
- To exit, move left through corridors and down stairs near canteen and out via Café Zest doors opposite Boy's toilets.
- Teachers will dismiss students from top floor, then middle and then bottom. This will be led by Mr Robinson.

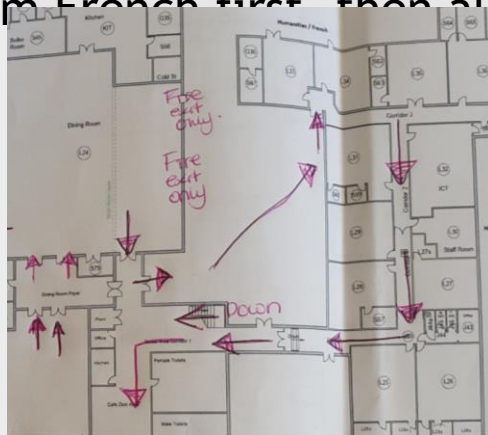


Academy One Way System

- Lower School

Humanities

- In via both sets of canteen doors and turn right to enter Café Zest, go down to Humanities via doors in Café out to Stonehenge, across Stonehenge and into Humanities via doors near Mr Henson's room.
- To exit Humanities, move up the main corridor to MFL, turn right at Mr Le Galle's room and up the stair to Café Zest, go out via Café Zest doors opposite Boy's toilets.
- Teachers will dismiss students from French first, then along corridor. This will be led by Faculty Leaders / Lead Teachers.



Academy One Way System

- Lower School

- Canteen

- In via both sets of canteen doors and queue at left side of tables to collect food.
- To exit, if going to Upper School, leave via side doors to outdoor area and via green gates, then left to steps to Upper School. If going to Lower School, leave via doors in old Study Area, then out via doors in Café out to Stonehenge, across Stonehenge and into Humanities via doors near Mr Henson's room.
- Staff on duty will dismiss students row by row at the end of the lunch sitting.



Changes to PE Lessons

PE Kit

- Regardless of the time of day students have their PE lesson, **ALL** students must now return to coming to school in their full uniform and bringing their PE kit in their bag.
- All students should now have full Airedale Academy PE kit. This includes either a school reversible rugby shirt, a school polo shirt, school plain black shorts or school plain black jogging bottoms. Alternatively, students may wear plain black shorts or plain black jogging bottoms with the exception of 1 small logo – no Adidas stripes should be visible or any other colours other than black. Also, there should be no leggings or cycling shorts worn in PE. Trainers should be brought for all practical PE lessons.
- Students should also bring plain black football/rugby socks to change into. PE staff will contact home to discuss students who are frequently failing to bring PE kit or the correct Airedale Academy PE kit.

Upper PE

Changes to PE Lessons

- For boys PE lessons, students should continue getting changed in Upper PE and should make their way through the schools one-way system and up through the MET gates near the MET block.
- After their PE lesson, they should return to ALL lessons down via the school field and alongside the Technology block through the one-way system.

Lower PE

- For girls PE lessons, students should continue getting changed in Lower PE and should make their way through the schools one-way system from Upper School, out through the MET gates and then down via the school fields and alongside Technology to Lower PE
- After their lesson, students should return to ALL lessons out via the Café Zest doors opposite the boy's toilets
- Students **MUST** continue using the peg number system in the changings to minimise contact

Changes to Extra-Curricular

- Students no longer have to meet at their Hub to be collected for after school activities, they can meet at the relevant changing rooms.
- Year 9 – Monday's
- Year 8 – Tuesday's
- Year 7 – Wednesday's
- Year 10 – Thursday's
- Please ensure you return a reply slip before attending an extra-curricular club
- The weights room and fitness suite will remain closed until further notice

Expectations

- Respect Ambition Bravery
- We are all looking forward to having more normality in our school day.
- For a successful transition, it will be vital that all students demonstrate our core values and that all students are sensible and mature in their approach to our new way of working.
- Remember:
 - Sanitise your hands when entering EVERY lesson
 - No physical contact
 - Only use your own social area
 - Follow instructions the first time