

28 August 2020

Dear Parent/Carer,

I hope this letter finds you and your family safe and well. I am writing to you to confirm some changes we will be putting in place for the start of the new academic year next week. As I am sure you understand, these measures are necessary to ensure that the academy can operate safely when students return in greater numbers at the start of the new term. Details of these changes can be viewed on the academy's website. It is the case that the academy will operate in a considerably different manner to usual, but we are working hard to plan how to continue to make it a welcoming and supportive environment for all students.

We are also updating the Home/Academy agreement in light of the changes we have had to put in place and a copy of this agreement is below. We have also updated our Engagement for Learning Policy to explain how we will be managing behavior during the period while restrictions are still in place (details of this policy addendum can be found on our website). These updated documents form the COVID-19 Conduct Contract and we will expect every student to behave in a respectful and co-operative way which fully supports the principles detailed within both of these documents. Should any student repeatedly breach the COVID-19 Conduct Contract it may be necessary, for the safety of the other members of the school community, for the student to be placed on a period of home learning with support from academy staff whilst a risk assessment is carried out to look at whether the student's behavior can still be safely managed in school.

By sending your child back to school in September you are agreeing to support the academy in the implementation of the COVID-19 Conduct Contract.

If you or your child is unable to agree to support the COVID-19 Conduct Contract please contact either myself or Mr Ewen to discuss other arrangements for your child's educational provision in September.

Yours faithfully

*A Poole*

Mr A Poole  
**Deputy Headteacher**

## **The Oxford Academy Covid-19 Home/Academy Agreement Addendum – September 2020**

We are making a commitment to work together to keep our community and our families safe from Covid 19. By us all following a few key expectations of each other, we can support each other in keeping The Oxford Academy a safe place to learn and make good progress.

### **As parents/carers I/we agree to make sure that the following protocols in relation to the health of my child and hygiene requirements are upheld:**

- I/we will check my child's health every morning before they leave for school and will not send them to school if they are displaying any symptoms of the coronavirus, no matter how mild
- I/we will not send my child to school if any member of my household has displayed symptoms of the coronavirus in the last 14 days, unless that member of the household has had a negative result from a coronavirus test via the NHS/Public Health England
- I/we will share details about a positive or negative coronavirus test result within my household with the school at the earliest possible opportunity to ensure effective track and tracing within the school community
- I/we will ensure that our emergency contact details are up to date on the school system
- I/we will ensure that I/we make reasonable steps to ensure we can be contacted at all times whilst my/our child is on the school site to ensure that they can be collected or sent home immediately if showing symptoms of the coronavirus
- I/we will ensure that all items of my child's school uniform will be washed routinely to avoid the spread of the coronavirus on fabric
- I/we will notify the school attendance team if my child is unable to attend school on a scheduled day
- I/we will ensure that my/our child carries tissues with them at all times, in order to follow the 'Catch It, Bin It, Kill It' protocol
- I/we will ensure that my/our child understands the importance of good hand hygiene and understands how to wash or sanitise their hands in line with Public Health England guidelines

### **As parents/carers I/we agree to make sure that the following protocols in relation to travel to and from school are upheld:**

- I/we will not park near the academy site unsafely causing danger to other children, pedestrians or motorists
- I/we will respect the private property of residents and businesses in close proximity to the academy site
- I/we will follow the recommendations on transport to and from school and will ensure my child walks or cycles to school wherever possible
- I/we will ensure that my child understands that it is their responsibility to follow instructions about social distancing on public transport
- I/we will ensure that my/our child goes straight home after leaving The Oxford Academy site and limits contact with individuals outside their household, in line with the expectations set out by the Government
- I/we understand that a failure to do so puts others at risk and brings the reputation of The Oxford Academy into disrepute, and may result in a sanction in line with The Oxford Academy Engagement for Learning Policy (including the possibility of being placed on extended Home Learning for the safety of other)

**As parents/carers I/we agree to make sure that the following protocols in relation to Parent/Carer presence on and around the school site are upheld:**

- I/we agree to conduct all meetings with school staff remotely (wherever possible). If I/we do need to see a member of staff, this is only possible by a **prior pre-arranged appointment**
- **I/we understand if I/we do not have an appointment, we will be refused entry to the school site**
- I/we will not enter The Oxford Academy if we are displaying any symptoms of coronavirus
- I /we will only enter The Oxford Academy site with prior agreement of the school. Where an on-site meeting is necessary, we agree that only one parent/carer will attend unless agreed in advance with the academy
- I/we will adhere to the allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- I/we will not gather at the school gates and if I am collecting my child I will ensure I am socially distanced from other members of The Oxford Academy Community

**As parents/carers I/we agree to make sure that the following protocols in relation to my child's behaviour on the school site are upheld:**

- I/we will ensure my/our child understands the Covid-Safe Behaviour Code of Conduct and will follow it at all times on the school site
- **I/we understand that a failure to follow the Covid-Safe Behaviour Code of Conduct may result in a fixed term exclusion for my child and/or adaptations made to my child's timetable to ensure the safety of all Oxford Academy stakeholders**
- I/we will make my child aware of the Covid-Safe Behaviour Code of Conduct and the importance of following these behaviours at all times
- I/we will support the school's decision in relation to sanctions related to a failure to follow the Covid-Safe Behaviour Code of Conduct

**As parents/carers I/we agree to make sure that the following protocols in relation to my child's home learning are upheld:**

- I/we will support my/our child to maintain a regular routine to complete home learning
- I/we will ensure that my/our child is checking emails from staff and completing their allocated home learning
- I/we will contact subject teachers or form tutors if my child requires additional support
- I/we will alert the school if my/our child has problems accessing their home learning
- I/we will make sure my/our child follows their home learning timetable and will attend all pre-arranged tutorials, lessons and mentoring sessions as required

**As staff at The Oxford Academy, we agree to:**

- Ensure that all health and safety compliance checks and risk assessments have been undertaken, are kept up to date and that risk assessment measures are upheld by all staff
- Organise classrooms and other learning environments so as to maintain space between seats and desks
- Use the timetable and selection of classrooms or other learning environments to reduce movement around the school or building

- Provide a balanced online curriculum
- Ensure regular cleaning of the school in line with national protocols
- Provide a safe, disciplined and happy environment in which all students can learn effectively
- Provide a structured and safe place for students to speak with each other, away from the corridors
- Be available to listen to, discuss and act to resolve concerns expressed by parents /carers and students
- Consistently respond to students who are not following Covid-Safe Behaviour Protocols to ensure that the safety of the school community is maintained
- Maintain our social distancing responsibilities at all times
- Follow Covid-Safe hygiene protocols

**As a student of The Oxford Academy, I will:**

- Follow The Oxford Academy Covid-Safe Behaviour Code of Conduct alongside The Oxford Academy Code of Conduct

**Behaviour that willfully undermines the safety measures that the academy has put in place or risks the safety of students or staff will not be tolerated. If incidents occur then they will be treated as high-level behavioural incidents and sanctioned accordingly.**

Examples might include:

- Deliberately ignoring the social distancing measures put in place by the academy
- Spitting at another student/member of staff
- Deliberately coughing at a student/member of staff
- Behaviour or language that is intended to cause alarm or distress to students/staff about the current situation
- Ignoring rules on social areas, movement around the school, entrances and exits to the buildings and the site

**Any COVID 19 measures or behaviour that are not adhered to will result in further sanctions as they are putting the health of students and staff at risk. Repeated or serious breaches of the Covid-Safe Behaviour Code of Conduct may result in a student being placed on a period of extended home learning to allow for a Risk Assessment to be carried out.**

**Parents/Carers - By sending your child back to school in September 2020 you are agreeing to support the academy in the implementation of the COVID-19 Conduct Contract.**

**Students - By returning to school in September 2020 you are agreeing to abide by the COVID-19 Conduct Contract.**