

Due to the measures the government has put in place for all schools to be closed until 11<sup>th</sup> January 2021 (year 11) and 18<sup>th</sup> January 2021 (years 7-10), we are staying open to a number of our pupils at Oasis Academy Oldham. To ensure we are looking after ourselves and others during these unprecedented times, there are a number of rules the students are being asked to adhere to in order to ensure a positive environment for all staff and students.

At Oasis Academy Oldham, we are proud to serve a truly diverse community. We are committed to working in collaboration with our wider community by demonstrating kindness, compassion and a relentless positivity building a strong ethos of inclusion.

As well as excellent behaviour and high academic standards, we are committed to our school community being about more. Our Just Cause is what we do to make our school the best it can possibly be.

We are focused on: **“Creating a Community of Choices and Chances”**

At Oasis Academy Oldham, we want to give all staff and students the confidence and reassurance to return to school safely. Due to current government guidance, we all need to accept that routines and structures and day to day learning will look very different during this time. Every member of staff and every student has the right to feel safe when attending Oasis Academy Oldham, this home school agreement will outline the expectations of all students when attending school over the coming months. When attending the academy all expectations below must be adhered to in order to keep all staff and students safe.

### The School Day

All years must arrive via their normal entrance at 8.10am and exit via their normal entrance at 2.40pm.

Pastoral curriculum time will commence at 8.30am.

Break time for all years will be at 10.50am and lunch time for all years will be at 1.10pm.

All pupils in school will be expected to follow their usual timetable accessing online teams lessons provided by teaching staff in designated rooms.

### Expectations

Whilst students are in the academy over the next few weeks/months they will be expected to;

- Adhere to our academy values at all times, students are reminded of the expectation to demonstrate the 5 p’s at all times whilst in the academy;



**Positive** – I will respond positively to all staff and students

**Prepared** – I will come to school with the correct equipment

**Punctual** – I will be on time to school and all lessons

**Polite** – I will follow instructions first time

**Proud** – I will wear my uniform with pride in the Academy

### Attending the academy

- Students should follow the government guidance on how to travel safely and minimise the use of public transport for travel to and from school, if at all possible, by walking, cycling or getting dropped off and picked up in a car, by a member of your household. Where public transport is used to and from the academy, a mask must be worn at all times.
- Students should wear clean clothes every day, and are expected to wear full school uniform at all times, a clean shirt/skirt/trousers should be worn and washed at the end of each day.
- The Oasis Trust have mandated the wearing of face coverings for all students and staff at key points throughout the school day. Oasis Community Learning Trust has arranged for reusable face coverings to be issued to all students on their first day. This will become the responsibility of the student. Students should travel to school in a different, separate face covering, particularly if they are using public transport. On arrival to school students should remove their own face covering from home and store in a plastic zip lock style bag from home within their school bag and sanitise hands.
- Hand sanitiser will be provided at the point of entry to the academy and throughout the school day.
- Students will wear their mandated academy face covering on entry to the academy and when moving around the building throughout the day. The mask should not be worn within the classroom environment, however should be worn under the chin at all times.

### In class and around the academy

- Students must listen to all members of staff at all times, who will give relevant instructions of the procedures when in the academy. If at any time students are unsure of any instructions, they must seek clarification from a member of staff.
- Each year group has been allocated an area of the academy, where they will register and participate in all lessons, every day. Students must stay in their designated area of the academy at all times, unless instructed otherwise from a member of staff. They must adhere to the seating plan given to them in their designated classroom.
- No students must cross into another bubble on health and safety grounds, due to the risk of cross contamination.

- If at any point in the day a student needs to leave their seat, they must inform the member of staff who will give relevant instructions to follow.
- Students must observe social distancing rules when speaking to all members of staff and students from other bubbles, by keeping 2 metres away whenever in contact with them.
- Students must move around the school as per specific instructions e.g.
- Designated classrooms – respect the different designated classrooms assigned to different groups of students and follow the one way system routes in order to minimise contact with others.
- Out of bounds areas – students should not enter any area of the academy, other than their own designated work area.
- Queuing – students must observe social distancing, where possible by staying 2 metres apart when queuing to enter or exit an area, to use the printer, to use the toilet etc.
- Students must avoid sharing stationery (pens, pencils, rulers, paper, books etc) and other equipment where possible, including food and drinking bottles. Students must come prepared for the school day, bringing their own school bag which carries a pencil case (with all mandatory equipment), a planner, a reading book, tissues and hand sanitiser.
- Students must treat all others with care and respect at all times, must be sensitive to the feelings of others and communicate effectively with all members of staff and all students.
- Students must complete all tasks set to the best of their ability, in every lesson, every day.
- Students must help to keep the environment clean and safe and treat all equipment with care.

**On Entering and Exiting the academy, students must;**

- Enter and exit the academy by the correct entrance for their year group.
- Follow the altered routines and times for arrival and departure at the start and end of the day.
- On exit from the bubble, please ensure students are not dismissed until the ALT link has directed. This is to ensure that students in separate bubbles do not cross over at any time.
- Remove any outdoor clothing on entering the building and leave in the designated classroom until exiting the building at break, lunchtime or the end of the day.

**At Break and Lunchtime, students must;**

- Follow the altered routines and times for break and lunchtimes.
- Minimise contact and mixing with others by socialising only with students from the designated year group bubble.
- Leave school bags in the designated classroom.
- Respect social distancing measures, which must be observed at break and lunch times by staying in small groups where possible.

**Hygiene**

- On entering the building students must thoroughly wash or sanitise their hands. They will be instructed at regular intervals throughout the day to wash or sanitise their hands for the safety of all staff and students.
- Students must follow instructions on hygiene and demonstrate good hygiene practices, such as;
- Good respiratory hygiene (follow the ‘catch it, bin it, kill it’ approach for coughing and sneezing - use a tissue or elbow to cough or sneeze into and use bins for tissue waste, then wash or sanitise hands immediately).
- Frequent hand cleaning and sanitising (cleaning hands more often than usual, and as directed, on arrival; before and after sessions; before and after eating, after using the toilet and after sneezing or coughing).
- Avoid touching their mouth, eyes and nose.
- Do not cough or spit directly at or towards any other person, deliberately or otherwise.
- Avoid touching surfaces unnecessarily unless needed to e.g. door handles, windows, rails etc.
- Should a student require the toilet or first aid during a lesson, the member of staff should request on call through the behaviour alert on Class Charts, to ensure the student is escorted at all times. No student should be sent out of the classroom unsupervised.

**Monitoring positive and negative events**

- Faculty Leaders, Heads of Year, Assistant Heads of Year, Pastoral Leaders, Teachers and Pastoral Tutors should monitor both positive and negative events of students in their faculty area/year group/class/pastoral group. Recognition for positive events and interventions for negative events should be put into place, through discussions with the Head of Year and/or Head of Faculty. There will be a time slot allocated to positive and negative event data in Pastoral Curriculum time each week.

Students who fail to meet our expectations will receive the following staged sanctions;

A request to focus via a verbal warning



A one to one restorative conversation with a member of staff away from the classroom and a seat change within the classroom



Continued unacceptable behaviour will lead to a removal from the classroom into an isolation room with a member of staff



A removal will lead to and after school 30 minute same day reflection



All behaviour incidents will be recorded on Class Charts

### COVID 19 Related Incidents

This home school agreement covers potential COVID-19 related incidents and makes provision for the Academy to be able to sanction, up to and including exclusion, any student who fails to meet our expectations due to a COVID-19 related incident. *Including, but not limited to:*

- Students who fail to comply with new ways of working, and new operational procedures that have been implemented to keep the school community safe, for example: altered routine for arrival and departure; small groupings (bubbles) of students; designated work areas; zone areas and movement routes; restricted numbers in areas; new procedures for social times, enhanced hygiene etc.
- Students who go 'out of bounds' by failing to remain in their own designated classroom.
- Students who wilfully refuse to respect and adhere to social distancing arrangements at any time.
- Students who fail to cooperate with enhanced hygiene expectations e.g. regular hand washing.
- Students who deliberately cough, or pretend to cough, at or near anyone else, putting them at risk.
- Students who deliberately spit directly or indirectly, either at anyone else or on the ground, putting others at risk.
- Students who engage in any other behaviour that is likely to cause harm due to COVID-19.

Any student displaying any of the above behaviours, which jeopardise the safety of staff and students will be asked to leave the academy immediately. Students will need to be collected from school and parents, on arrival will be met with a member of ALT to discuss the behaviour presented. Breaching health and safety rules which put others in danger, is viewed as a serious incident and may result in the student being asked not to return to the academy before the end of the summer term.

### Online Learning

When students are in the academy, they are expected to access their live lessons timetable on Microsoft Teams, the following rules must be adhered to;

- They must turn their camera off during an online lesson.
- They must ensure their microphone is muted during an online lesson.
- They must only use the chat function to ask purposeful questions to their teacher.
- They must not use the internet in an inappropriate way.
- All teaching staff will ensure all lessons are recorded in order to safeguard the student, themselves and to ensure there is no misbehaviour.
- All online lessons and internet usage is carefully monitored, if the student is found to breach any of the online learning rules, they will receive a temporary ban of using Microsoft Teams to access live lessons.

### Rewards Policy

Students will receive rewards due to their effort and excellence whilst participating in online live lessons in the academy.

- Students will be acknowledged for their efforts in lessons. Teachers will choose a 'Live Lessons Legend' in each lesson, and students will receive a postcard to acknowledge their efforts.
- Positive communications via phone call or text message will be made home to the parent/carer to acknowledge positive behaviour.
- Any student who has received 3 or more live lessons legends postcards in a week (both in academy lessons and online lessons) will be recognised by their Head of Year during weekly assemblies on Microsoft teams.
- Students who demonstrate any of the academy 9 habits during time spent in the academy or during home learning will be recognised by receiving a habits postcard from any member of staff and/or their peers.