

## Marking and Pupil Books

Current restrictions are having a detrimental effect on our ability to control and challenge standards of pupils' work and presentation in books. From Jan 6<sup>th</sup> 2021, we will change our approach to this whilst maintaining covid-secure protocols. Staff feedback to us was that they would like to be given the option of taking exercise books and pupil work home to mark and to be trusted to use the expected approaches to keep themselves safe, and that expecting them to mark in 72-hour windows on-site was having a detrimental effect on their workload and wellbeing.

The revised DfE / NCC guidance states the following:

*Pupils and teachers **can** take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, **cleaning** of the resources and **rotation** should apply to these resources.*

*Used books where possible should be set aside for 72 hours between class uses to reduce microbial load, however [we recognise that] **these quarantine arrangements may not be possible for some activities such as marking books** and therefore additional hygiene measures such as sanitisation before and after use is required.*

- From January 5<sup>th</sup> 2021 KLA staff will return to the marking policies and timescales laid out in the academy's marking and feedback policy for each faculty.
- Where desired, staff may take books / work home to mark as long as the following protocols are observed when touching these books / work. This will mean the same precautions should be taken whether marking happens on-site or off-site
  - Books to remain in the box provided for the purpose of storage and transport, and to be removed one at a time
  - Where possible, books should be left for 72 hours prior to being marked, to allow for suitable quarantining. The guidance does accept though that this may not be possible or in the interests of learner progress, and makes clear that this is mitigated by the additional hygiene measures required here. Where possible, the 72 hours quarantine should also be observed after marking, before returning books to pupils. It is appreciated that this may not be possible in some subjects, in which case the additional mitigation controls shared above must be used.
  - Where teachers handle pupils' books they disinfect the surfaces that they are using both before and afterwards (as well as undertaking hand hygiene).
  - Staff to sanitise hands before marking each individual book. Gloves may be worn in addition for extra safety.
  - Staff must wear a visor while marking, whether on or off-site, to minimize risk of transference through touching face
  - Staff should not touch books when collecting in or distributing out to a class. Pupils should come to collect from the box individually.

## Setting Arrangements

Current restrictions on setting (maintaining consistent Key Stage 4 class groupings across all core subjects) are having a detrimental effect on teaching and learning, especially as work in Year 11 now

needs to be forensically targeted at specific pupils for specific grade increases and Year 10 have lost the most amount of learning time this term even within their consistent class bubbles.

As a result, we intend to make the following adjustment to the risk assessment

- From January 5<sup>th</sup> 2021, we will change the Key Stage 4 class grouping arrangements to properly reflect the current attainment and target grade potential of those pupils – in effect single subject setting in all subjects.
- Year 11 will remain in their designated zone (Maths block) and will have no additional interaction with any other year group as a result of this change.
- Year 10 will remain in their designated zone (Science block) and will have no additional interaction with any other year group as a result of this change.

### **Equipment**

Current DfE guidance suggests that it is appropriate for pupils to bring in their own equipment. With this in mind we will change the risk assessment to reflect this and share this information with parents alongside the other changes identified above.

We will continue to provide equipment and cleaning material in each classroom to ensure that lack of equipment does not impede the ability to complete tasks or learning successfully.