

16<sup>th</sup> July 2020

Dear Parents and Carers,

As we approach the end of term, I would like to thank you again for your hard work and support in ensuring your children have continued to make progress whilst working at home. It has certainly been a challenging year, but we have been impressed with the approach and attitude of our students as they have engaged with their remote learning since March. We are looking forward to consolidating that learning and this letter details our plans for fully re-opening in September 2020.

On 2<sup>nd</sup> July the Department for Education published guidance on the full opening of schools in September. We have followed the guidance in the DfE document carefully ensuring that plans are in place to meet all requirements to minimise the risk of transmission of coronavirus whilst ensuring our students to receive a broad and balanced curriculum.

The safety of students and staff remains the number one priority and as a result there will be several key steps implemented when students return in September:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) ensure students clean hands thoroughly and more often than usual whilst at the academy
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

The overarching principle we have applied is that of reducing the number of contacts between children and staff and between children of different year groups. This can be achieved through keeping students in separate year group 'zones' thus creating distinct 'bubbles' at the academy.

Year 7, 8 and 9 students will be in class bubbles for lessons during the school day and will remain in the same classroom with teachers moving rooms. Year 10 and 11 will each be large year group bubbles and although we will avoid mixing between the year groups, there will be movement of students between classes during the academy day to allow students to study their chosen options.

Each year group will have a marked-out area outside which they will need to remain in during break time and lunchtime. They will utilise the entry and exit points from their zone only and must not head

into another year group zone apart from students accessing the toilet. Students will be clearly told in the first week around the expectations and maintaining the 1m+ social distancing guidelines.

The table below indicates the geographical locations each of the year group bubbles so please take time to discuss this with your child:

Year Group	YR7	Yr8	Yr9	Yr10	Yr11
<b>Teaching rooms</b>	1, 2, 3, 4, 5, 6, 7, 26	8, 9, 10, 11, 12, 13, 14, 15	39, 42, 43, 46/47, 48, 49, 50, 51	16, 17, 19, 20, 21, 22, 23, 24, 37, 38	25, 28, 39, 30, 31, 33, 34, 35, 36, 53, 55, (44)
<b>Entry/Exit Door</b>	Middle door Maths Corridor and Door at bottom of LSU stairs	LSB Toilet Doors and door by Room 10	Tech Block & SSC Block	USB Toilet doors and Door by Room 21	Middle door English Corridor and door at bottom of room 36 stairs. <b>Access to 44 by rear doors only</b>
<b>Arrival Time</b>	8:30am Enter through top gate Lessons start 8:45	8:40am Enter through top gate Lessons start 8:45	8:40am Enter through bottom gate (and go round back of PE block to access zone) Lessons start 8:45	8:40am Enter through bottom gate Lessons start 8:45	8:30am Enter through bottom gate Lessons start 8:45
<b>Finish Time</b>	3:30pm (2:35pm W/F) Through top gate	3:25pm (2:30pm W/F) Through top gate	3:25pm (2:30pm W/F) Through bottom gate	3:30pm (2:35pm W/F) Through bottom gate	4:30pm (3:35pm W/F) Through bottom gate
<b>Form Period</b>	Remain in last period classroom	Remain in last period classroom	Remain in last period classroom	Move to MFL/Hums form group	Move to Sci/Eng/Maths form group
<b>Break</b>	10:35am – Half of lower school playground	10:35am – Half of lower school playground	10:35am – Back of Tech/Science Block and in front of success centre	10:35am – Half of upper school playground	10:35am – Half of upper school playground
<b>Lunch</b>	12:45pm – Half of lower school playground (Grab bags delivered to rooms)	12:45pm – Half of lower school playground (Grab bags delivered to rooms)	12:45pm – Back of tech/Science Block and in front of success centre (Grab bags delivered to rooms)	12:45pm – Half of upper school playground (Grab bags delivered to rooms)	12:45pm – Half of upper school playground (Grab bags delivered to rooms)

To minimise movement of staff and students between lessons, the structure of the timetable will alter to a model where most lessons will become double lessons. This enables us to minimise the movement of students in corridors to only break, lunch and the end of the academy day. However, please be assured students will receive the same number of hours in each subject as they do with the current timetable. There will be an opportunity for students to take part in practical PE lessons and in order to remove the need to use changing rooms, students will come to the academy that day in their full academy PE kit and remain in it for the day. Students will be informed in September which day they are to attend in full academy PE kit.

**Year 7 and Year 8** will continue to arrive at the top gate and head into Lower school playground where they will head to their outside zone. We ask that students socially distance from each other if they arrive at the gate at the same time. To help create some staggering of the arrival of students we will ask year 7 to be onsite by 8:30am and Year 8 to be onsite by 8:40am. Lessons will still commence at 8.45am.

**Years 9, 10 and 11** will continue to arrive at the lower gate by the sports hall. However, whilst year 10 and 11 will continue into the upper school playground into their allocated outside zone, year 9 will filter off to the right as they arrive and walk around the back of the sports hall up to their outside zone behind the technology block. Again, there will be some staggering of arrival times as detailed in the above table.

Similarly, to minimise the mixing of year groups as they depart, the following will take place:

Year 7 – Depart at 3:30pm (2:35pm on a Wednesday and Friday) via the LSP and top gate

Year 8 – Depart at 3:25pm (2:30pm on a Wednesday and Friday) via the LSP and top gate

Year 9 - Depart at 3:25pm (2:25pm on a Wednesday and Friday) via the USP and bottom gate

Year 10 – Depart at 3:30pm (2:30pm on a Wednesday and Friday) via the USP and bottom gate

Year 11- Depart at 4:30pm (3:35pm on a Wednesday and Friday) following additional intervention via the USP and bottom gate. Please note that Year 11 will begin receiving their provision of an additional lesson after each academy day has ended from Monday 7<sup>th</sup> September 2020.

The arrival and departure of some SEND students via the LSH is vitally important to ensure that they have a smooth start to their academy day and that crucial communication between staff and parents and carers can take place twice a day. Therefore, this is a provision we want to ensure continues. As a result, we will set up 5 tables in LSH, with one for each year group and spaced apart from each other. As students arrive, they will sit on their designated year group table and wait for their support staff member to come and collect and escort them to their lesson at 8:45am. Similarly, at the end of the school day students will be escorted to the LSH where they will wait at their designated year group table until their parent/carers comes and collects them. We ask that parents and carers ensure they observe social distancing guidelines as they drop off and collect children at the academy.

## Lunch and Catering Facilities

To ensure that students from different year groups are not near each other during the academy day we will be operating a different system for catering facilities on site.

A necessary development of our catering service sees a pre-order system being planned and put into place, ready for our return in September. A lunch menu and instructions of how to order for the following week will be shared with you each week. All food orders made through the new system will be delivered to the corresponding classrooms on the respective day at lunchtime.

**Students will not be able to place orders on the day or on site** so it is imperative that if students will be having lunch from our catering providers, the order has taken place as expected. Further details of this new system will be shared with you over the summer.

**We operate a 'cashless' system at the academy and therefore no cash payments are accepted on site.** All students purchasing from the academy menu will need to ensure that funds are credited via SchoolMoney in a timely manner. Students eligible for free school meals will not need to add credit to their accounts. Any students wishing to bring in a packed lunch will still be able to do so.

Unfortunately, our Breakfast Club will be suspended until we have greater flexibility to offer this service. As a result, we ask that students do not arrive at the academy until **after 8.15am**. We will continually review catering arrangements throughout the term to ensure we are doing all that we can to support our students and families during this return to a 'new normal'.

## High Standards and Expectations

We make no excuses for our high expectations of our students. Therefore it is important to note that when students return to the academy in September, they must be in **full academy uniform and our uniform policy can be found on our website**. Students will be provided with the necessary equipment, including essential stationery and it will be their responsibility to replenish their pencil case items when appropriate. Being fully equipped for lessons is an expectation which must be met by all students. Students should not share this equipment with others. Students will be expected to bring a bag to school to carry their books and equipment.

We will operate the same procedures for mobile phones as we have previously. Mobile phones must not be seen or heard in the academy. If students have their phones out, they will be kept safe with their Year co-ordinator until the end of the day when they will need to be collected by a parent or carer. As ever, any breaches of our Behaviour Policy will be taken extremely seriously. In light of this, the academy detention system will also be seeing a change to allow for same-day detentions to be implemented. Further details of this will be communicated with you in September.

## Attendance

Now that the infection rate has decreased, the government has been clear that they want all students to attend school from September. As a result, we will follow our normal attendance procedures when we return. The exceptions to this will be:

- When a student is self-isolating because they show symptoms of the virus or they live with someone with these symptoms

- Although shielding advice will pause on 1st August 2020, those students who are under the care of a specialist health professional should discuss their care with their health professional before returning to the academy.

If any parents are feeling anxious about their child returning to the academy, they should contact us so that we can discuss your concerns. Finally, your child will of course have access to our excellent pastoral team when they return. We are aware that the lockdown has been a difficult time for many of us, including our pupils. Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they have experienced a bereavement.

### **The First Week - Wednesday 2<sup>nd</sup> September to Friday 4<sup>th</sup> September 2020**

To allow us to fully brief students and ensure they are made aware of further detail about the academy day from September, we will welcome students back on the following dates and times, **adding to the year groups who have already returned as the week continues so that we have all students back by end of the week:**

Year 7 – Wednesday 2<sup>nd</sup> September 8:30am  
Year 11 – Wednesday 2<sup>nd</sup> September 10:45am

Year 8 – Thursday 3<sup>rd</sup> September 9:15am  
Year 9 – Thursday 3<sup>rd</sup> September 10:45am

Year 10 – Friday 4<sup>th</sup> September 9:15am

We hope this letter has reassured you that we have carefully planned the full re-opening of the site in September, with both the safety and quality of education of your child as integral aspects of these plans. Whilst there are several measures in place, it's important to note that apart from reduced movement around the academy, students should have a relatively unchanged experience in terms of the depth and breadth of the curriculum they will receive. Our students will receive the education they rightly deserve.

We look forward to welcoming your child back in September. Until then, please stay safe and well together and enjoy your summer.

Yours faithfully,



Mr K. Uppal

**Principal**