



In Partnership to Educate, Nurture & Empower

Abbey Grange C of E Academy

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Dear Parent / Carer

As we prepare to welcome your child to Abbey Grange Academy we wanted to inform you of some of the important things they and you should expect from their time here. Many changes to our normal induction, and school routine, have been made in light of the Covid-19 guidelines, some of which we will explain here. We also have a wealth of information on induction still available on our website. The Transition section of the website will be updated throughout the summer to help you and your child prepare for their time with us.

Towards the end of the holidays we will be sending you a letter informing you of your child's form group and form tutor. This year we have had to temporarily move to horizontal tutor groups instead of our usual vertical system. This means your child will be in a form group with other Year 7 students only, which is to help us meet Covid-19 guidelines on keeping year groups zoned in school.

I would like to thank you for your support and patience during the past months as we have made extensive preparations for welcoming our new Year 7 students and existing students from other year groups.

NB Whilst a lot of planning has already taken place, we are very conscious that with a 7 week summer holiday, there may be changes to this plan due to either national or more local expectations. We will of course update you where changes occur.

The intention is that all students, in all year groups, will return to school full-time in September. Whilst we fully understand the anxieties that families may have about returning to school, please rest assured that we have been working hard to ensure that our plans put the health, safety and wellbeing of our students, staff and our community at the centre of any decisions made.

We aim to minimise the number of contacts that a student has during the school day to reduce the risk of transmission. This will involve grouping students together into year group bubbles, avoiding contact between groups, arranging classrooms with forward facing desks and ensuring staff maintain distance from students as much as possible. We will aim to keep students in their class groups for the majority of the classroom time, but also allow mixing into wider groups, within the year group bubbles, for specialist teaching, break and lunchtimes and transport. All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable.

Staggered start days in first week back: In order to be able to integrate all of our year groups back into school safely, we will use the first week of term to bring year groups in one or two at a



time as the week goes on. There are significant changes to school routines and processes which we need to go through carefully with our students, and this staggered day approach will allow us to do this.

Monday 7 th Sept	Tuesday 8 th Sept	Weds 9 th Sept	Thurs 10 th Sept	Friday 11 th Sept
Training day	Year 7 at 10.30am Year 12 at 11am	Years 7, 11 and 13 at 8.25am	Years 7,8,10, 11 and 13 at 8.25am	All year groups in at 8.25am

Your child will need to enter the school via the bottom car part entrance at the front of school. There will be staff to direct students the right way, and markings will be on the floor to direct them to the main hall where they will await the start of the school day.

There will be extra time on this day with their form teacher, and additional time given towards induction to prepare them for their time at Abbey Grange. Your child will have time to learn about their new school and what to expect from their time with us.

School day: In order to ensure social distancing of year groups as they arrive and leave the building, we are intending on having allocated entrances for each year group.

	7	8	9	10	11	12	13
Arrival at school	8.20am	8.20am	8.20am	8.20am	8.20am	8.20am	8.20am
Allocated Entrance	Courtyard gate	Courtyard gate	Top gate	Hibret foyer	Top gate	Top gate	Top gate
Pre-school holding area	Main hall	Main courtyard	Main playground	Tennis courts	Lower playground	Common room	Post16 modular building
Allocated toilets	Humanities	PE toilets	Humanities	Hibret	Maths	DT	ICT
Zoned teaching spaces	Lower and middle Humanities corridors	Business / lower Humanities corridor	Upper humanities	Hibret corridor	Maths block	Lower Science / DT	Upper Science / ICT
Leave School	2.55 pm	2.55 pm	3.00 pm	3.00 pm	3.00 pm	2.55pm	3.00 pm

Travelling to and from school: As per the Government guidance, reducing the use of public transport will help in the national effort against Covid-19. Students should join the national effort by making their way to school without the use of public transport, i.e. walk, cycle or car, where possible and by not travelling in groups from different households. Students do not have to be in year group bubbles if using school bus transport. Students should wear facing coverings on all school buses and all public transport. Students should remove face coverings worn on school buses/public buses and place them in a sealed bag while on school premises. If disposable, face masks should be discarded in allocated bin prior to entering the school premises. We know that WY Metro are looking to put on additional buses to reduce the number of students reliant on public transport, but as yet we have no specific details about this. As I said in a previous letter, please do apply for a school bus place, so that Metro know what the demand looks like. We are due to get a survey from WY Metro next week which we will send out to you, which is to ascertain how you are intending to get your child to school.

Arriving to school: When students arrive to school at the main gate, they must socially distance into the school site and enter the building through their allocated entrance only. The different entrances are clearly marked. On entering the building, students will need to sanitise their hands before moving to their assigned corridor.

Moving within the building: Movement around the academy is limited and each year group will have their own set of toilets to use and their own allocated teaching zone. Once students arrive at their classroom they will sanitise their hands again. Hand-sanitiser is provided at every classroom entrance. We will show your child the parts of the building they will be using as part of their induction.

Students assigned a classroom: Students will remain in their zone for all their lessons. Teachers will move between the classrooms to teach across the curriculum. On some occasions, their teacher will escort them to a specialist room. Where possible, a consistent seating plan will be used in each classroom. To support and supervise safe movement around the academy, a member of the pastoral team will be deployed to each zone.

Tutor Groups: Students will be put into year group tutor groups, which you will be informed of during the summer. This is because our use of vertical (mixed age) tutor groups cannot continue at this time because they mix students from different year group bubbles.

Uniform: Uniforms do not need to be cleaned any more often than usual, therefore it is expected that all students wear school uniform according to our uniform policy. The school PE kit can be worn to school on the days which PE lessons are on a student's timetable to minimise the use of changing rooms. Your child will not need a PE kit on their first day of term.

Curriculum: We will continue to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, while being mindful of missed subject content and the anxiety and pressure our students may feel. Departments will adapt current curriculum plans to consider a recovery curriculum, to address the gaps in student knowledge and skills. Staff will continue to make use of effective assessment and home learning to best support all our students. Students will be supported in lessons with their metacognition skills. For students in year 7, it may be necessary to address gaps in English and maths by teaching essential knowledge and skills from the key stage 2 curriculum.

PE lessons: We will prioritise outdoor sports where possible, and make good use of halls. Students will be kept in consistent groups, sports equipment cleaned between each use by different individual groups, and contact sports avoided.

Music Lessons: As there may be an additional risk of infection in environments where students are singing, playing wind or brass instruments we are looking into how we can ensure music lessons can still happen. There is due to be more detailed DfE guidance published shortly which we will use to inform our planning.

Equipment: It is recommended that staff and students have their own frequently used items such as pencils and pens. Classroom based resources, such as books, can be used and shared within the bubble. Resources that are shared between year groups, such as sports equipment will be cleaned after use. Your child on their first day should have a bag with their basic equipment of pen, pencil, ruler, rubber and calculator.

In-Class & Out of Class Expectations: Our standards remain the same as they have always been. On the first day our expectations will be made clear to every student. A few minor

adjustments have been made to the Positive Behaviour policy in response to Government guidance and to reflect our current mode of operation. This is available on our main academy website. The behaviour system will continue to focus on the rewards and positive aspects linked to class charts points.

Detentions: At Abbey Grange we have previously used after school detention, but this will be suspended with detentions held instead during breaks and lunches, keeping year groups separate.

Breaks and lunches: Due to the importance of limiting social gatherings, there will be staggered breaks and lunches. As a result, there will be a reduced menu available, and only at lunchtime (not break). Students will have a set time when they can use the food serving area and after this time they will need to move to their allocated outside area to allow the space to be cleaned for the next group to use.

Students must only sit in their allocated year group areas. Students should bring a bottle of water with them to ensure they keep hydrated during the school day. Water fountains will be in limited use.

Each group will be assigned a toilet area and these will be cleaned regularly. Students must sanitise hands before entering and upon exiting the toilet facilities.

Please ensure you added money via your parent pay account if your child wants to buy food at lunch time. For further information on parent pay please see the pack you were sent, and there is more information on our website.

	7	8	9	10	11	12	13
Period 1 8.25- 9.30	Normal lesson						
Period 2 9.30-10.30	Normal lesson						
Break 1 10:30 – 11:00	Break - playground	Tutor time	Tutor time	Tutor time	Break - courtyard	Break - common room	Break - modular block
Break 2 11.00 – 11.30	Tutor time	Break - playground	Break - courtyard	Break tennis courts	Tutor time	Tutor time	Tutor time
Period 3 11.30-12.30pm	Normal lesson						
Lunch A 12.30-1.00pm	Lunch A 12.30- 1.00pm	Period 4 12.30- 1.30pm	Period 4a 1.00- 2.00pm	Period 4 12.30- 1.30pm	Lunch A 12.30- 1.00pm	Period 4a 1.00- 1.30pm	Lunch A 12.30- 1.00pm
Lunch B 1.00-1.30pm	Period 4 1.00- 2.00pm		Lunch B 1.00- 1.30pm		Period 4 1.00- 2.00pm	Lunch B 1.00- 1.30pm	Period 4 1.00- 2.00pm
Lunch C 1.30-2.00pm	Lunch C 1.30- 2.00pm		Period 4b 1.30- 2.00pm		Lunch C 1.30- 2.00pm	Period 4b 1.30- 2.00pm	
Period 5 2.00- 2.55/3.00pm	Normal lesson with staggered finish time						
	2.55pm	3pm	2.55pm	2.55pm	3pm	2.55pm	3pm
Leave School	2.55 pm	2.55 pm	3.00 pm	3.00 pm	3.00 pm	2.55pm	3.00 pm

Physical Contact: Any physical contact made between students or any other attempt to deliberately breach social distancing guidance will be considered a serious breach of the Academy's expectations. Actions of this nature will result in the school directing the student to return home / be collected.

Leaving the school: We will dismiss year groups gradually and students will be escorted to the gate. It is very important that students do not wait for their friends once through the gate. Students must head straight home.

	7	8	9	10	11	12	13
Leave School	2.55 pm	2.55 pm	3.00 pm	3.00 pm	3.00 pm	2.55pm	3.00 pm

When to stay at home: If any student, or a member of their household, is ill, you must check the guidance issued by the NHS to see if you should be self-isolating. If you are required to self-isolate, an adult must contact the school and give the date of the first day of the self-isolation period. Students will then be required to stay at home as per the NHS guidance and complete home-learning for the duration of the self-isolation period.

Personal Protective Equipment (PPE): Students are allowed to wear a face-covering if they choose to, though these are not compulsory. Any student choosing to wear a face-covering must only cover their mouth and nose to ensure they can still be identified. Hand sanitiser will be available and use will be compulsory, therefore there is no reason for the use of gloves.

Additional support at the school: We recognise how difficult the time has been for everyone and the huge number of families that have been affected by Covid-19. We have a support system in place at the school. We urge anybody who feels as though they want to talk about how Covid-19 has impacted them to speak to any member of staff. The safety and mental, emotional and physical well-being of our staff and students is paramount.

Risk Assessment: We have updated our current Covid-19 Risk Assessment to reflect our full reopening plans, and are awaiting Trust approval for this. Once we have approval we will update the copy on the school website.

Despite these strange circumstances we very much look forward to your child beginning their secondary school journey with us at Abbey Grange. There will be lots of support in place and guidance to help all our students settle in after what has been a difficult time.

Yours faithfully



Jon Norden
Principal