Respect - Dignity - Service - Aspiration - Endeavour

Lightcliffe Academy

Stoney Lane
Lightcliffe
Halifax
HX3 8TL

Tel: 01422 201 028
Fax: 01422 204 615
Website: www.lightcliffeacademy.co.uk
Email: contactus@lightcliffeacademy.co.uk

Co-CEO: Ms Catherine Garrett
Co-CEO: Mrs Helen Pratten
Principal: Mrs Jackie Nellis

10th June 2020

Dear Parent / Carer

Placed in Group D Class 6

Following recent Government advice, we are now preparing to welcome our Year 10 and Year 12 students back into school for additional support and teaching sessions from Monday 15th June. To make sure it is safe for all students and staff, and to ensure we are meeting the Government guidance, we have made changes to the school routine, how we will deliver learning and how we will offer emotional support.

It is very important that you and your son/daughter read this guidance. Safety of all is of paramount importance and we want to be very clear that any student who cannot cooperate with us to ensure the safety of all, will not be able to attend face-to-face sessions. We are adhering to government guidance to ensure we are providing the maximum face-to-face support to students, whilst making sure we follow all social distancing and returning to education guidance issued by the Government. By requesting a place for your child, you are agreeing to our additional behaviour expectations (home/school agreement attached) during the time they are attending school.

For all students in Year 10, lessons will start week beginning 15th June. For all students in Year 12, one to one interviews will be held during week beginning 15th June by invitation only. Lessons will commence for Year 12 students week commencing 22nd June. Students will be divided into teaching groups of no more than 10, and they will stay together in the same classroom for all lessons, observing social distancing at all times, inside and outside the building. No more than 25% of students in Years 10 and 12 will be in the building at any one time, in line with DFE guidance.

Times of the school day:

Entry to school will commence at 9.15am. Year 10 students will complete a maximum of 3 x 1 hour sessions per day, with session 1 starting at 9.30am. Students will have a 15 minute break between 11.30-11.45am before starting session 3 at 11.45am. Students will finish their session 3 at 12.45pm, at which point we will begin to gradually empty the building in a phased manner. All students will be dismissed and should be off site by 1pm.

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. Wherever possible, students should join the national effort by making their way to school without the use of public transport, i.e. walk, cycle or car, and not walk or travel in groups

from different households. The government have made the wearing face coverings mandatory when using public transport from 15 June. The same rules will apply to students using school buses and transport, therefore students will need to ensure they have a face covering with them to access their bus. Ensure your child has the correct bus fare, the drivers on the school buses will only accept the exact fare. All school bus services will be available for arrival at school for 9.15 and departure from school at 12.45. Please see West Yorkshire Metro website for further information.

https://www.wymetro.com/

Arriving to school:

When students arrive to school, they must socially distance into the school site and enter the building through their allocated entrance only. The different entrances are clearly marked on the doors and 2 metre intervals are marked out for students to line up. On entering the building, students will need to sanitise their hands before moving to their assigned classroom.

The table below details which days your son/daughter is expected in school.(Please note; this is for Year 10 only, Year 12 will receive additional information) Please ensure that your child knows which group they are in (see the top of this letter) and that they understand where they will enter and exit the building.

	Group A	**Group B**	**Group C**	**Group D**
Session 1	Mon 15th	Tue 16th	Wed 17th	Thu 18th
Session 2	Fri 19th	Mon 22nd	Tue 23rd	Wed 24th
Session 3	Thu 25th	Fri 26th	Mon 29th	Tue 30th
Session 4	Wed 1st	Thu 2nd	Fri 3rd	Mon 6th
Session 5	Tue 7th	Wed 8th	Thu 9th	Fri 10th
Session 6	Mon 13th	Tue 14th	Wed 15th	Thu 16th

	Line Up	Entrance	Classroom	Toilets	Outside area
A1 & A2 B1 & B2 C1 & C2 D1 & D2	Enter site through top staff car park and line up on boiler house steps	Boiler house	B104 & B111	Main student toilets	Boiler house and back of school
A3 & A4 B3 & B4 C3 & C4 D3 & D4	Enter site through the kitchen car park and line up outside B block (ground floor)	B block	B101 & B102	Staff toilets in B block	Kitchen car park area
A5 & A6 B5 & B6 C5 & C6 D5 & D6	Enter site through top staff car park and line up outside A block (first floor entrance)	A block	A203 & A204	Disabled toilets in A block	Top staff car park

Moving within the building:

When moving to their classroom, students must not touch door handles or handrails. All necessary doors will be open. Students must walk straight to their assigned classroom and maintain 2 meters between others at all times. Once students arrive to their classroom they will sanitise their hands again. Hand-sanitiser is provided at every classroom entrance.

Students will remain in one classroom for all their sessions. Students will be allocated a seat in the classroom which will be their seat for the duration of these phased-return measures. Teachers will move between the classrooms to teach across the curriculum. Their group will be assigned a toilet area and these will be cleaned regularly throughout the day. Students will be expected to wash their hands for 20 seconds, in line with government guidance, after using the toilet and ensure they apply the hand sanitiser supplied.

Completing work:

Due to the shorter school day and reduced time in school, students will continue with remote learning.

Equipment and Uniform

On the first day students will be expected to bring a pen, pencil, ruler which they will keep for their use only. Equipment will not be shared. Students are not required to wear their blazer or tie. Instead, they can choose to wear a school shirt or their PE polo shirt, along with their school skirt or trousers. Students should wear clean clothes each time they are in school.

In-Class Expectations & Out of Class Expectations:

Our standards remain the same as they have always been. However, the way we give warnings and sanctions for not meeting expectations is going to be different during the phased return. On their first day our expectations will be made clear to every student, via a visual assembly in their classroom. Where a student is not meeting the In-Class Expectations, the student's parent/carer will be contacted and they will be asked to return home / be collected from school. From that point the student will return to home-learning and will not be allowed back into the building.

Breaks:

Due to the importance of limiting social gatherings, there will only be one 15 minute break, supervised outside. Students will be expected to socially distance at all times, including break times. Students will leave site by lunch time. Students should bring a bottle of water with them to ensure they keep hydrated during the school day. Water fountains will not be in use.

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 and complete home-learning until further notice.

Leaving the school:

At 12:45pm we will begin to dismiss students from the building. This will be completed gradually with 1 classroom emptied at a time and students escorted to the allocated entrance/exit. It is very important that students do not wait for their friends once through the exit. Students must walk straight from school site, or to their school bus. Any students failing to do this will be directed to return home and will then complete home-learning until further notice.

Personal Protective Equipment:

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.

In the event of illness:

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.

If a student/staff member falls ill in school: If a student/staff member begins to experience Covid-19 symptoms in school, they will be isolated and then sent home. They will then need to self-isolate for a period of seven days and we would advise that they get tested. Any household members should also self-isolate for 14 days.

Should this eventuality arise, parents/carers of other students in the group of will be notified.

Additional support at the school:

We recognise how difficult this 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 and urge any student or parent 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.

Any student who does not cooperate with health and safety to provide a safe environment for all will be directed home and will not receive further face-to-face sessions.

Overleaf you will find the timetable for each group for week beginning 15th June.

Yours sincerely

Jackie Nellis
Principal