



16th July 2020

Dear Parent / Carer

As we approach the end of an unprecedented academic year, we would like to thank you for the support you have given us and we very much look forward to continuing to work with you.

The Government has announced that attendance to school is mandatory from September. As a result of this, we are now preparing to welcome all of our students back into school during the week commencing 7th September. To make sure it is safe for all students and staff and to ensure we are meeting the Government guidance, we have made some changes to school routines in terms of how we will deliver learning and the plans in place to provide emotional support. Whilst we fully understand the anxieties that families may have about returning to school, please rest assured 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 bubbles, arranging classrooms with forward facing desks and ensuring staff maintain a safe distance from students as much as possible. We will teach students in years 7 & 8 in their form groups for all lessons. Students in year 9 will be taught in form groups, but also mix within the year group bubble for option subjects. Students in years 10 & 11 will be taught in sets for core subjects and will move into wider groups for specialist teaching, always remaining in year group bubbles. All teachers will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Pastoral staff will remain with their respective year groups.

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 travel by 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 must wear facing coverings on all school buses and all public transport. Students must 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.

Arriving to school: In order to ensure bubbles do not mix, each year group has been allocated a specific entrance and exit as detailed below. The different entrances will be clearly marked on the doors. On entering the building, students must sanitise their hands before moving to their assigned classroom.



	7	8	9	10	11
Allocated entrance and exit	Kitchen car park	8x – Top Car Park (A-block entrance) 8y – BHO entrance	Sports office entrance	Top car park to Sports Hall	Main entrance
Pre-school holding area	Kitchen car park - two queues (7X and 7Y)	8x – Top Car Park 8y – BHO	Gym	Sports Hall	Main hall
Lessons	A/B block (bottom floor)	A/B block (top floor)	F block	Science	E block

The School Day:

	Reg	P1	P2 – includes 15 minute break		P3	P4 – includes 30 minute lunch			P5	
Y7	A block (bottom)	P1	P2 – 60 mins		Break	P3	P4a -30 mins	Lunch*	P4b – 30 mins	P5
Y8	A block (top)	P1	P2a – 30 mins	Break*	P2b - 30 mins	P3	P4 – 60 mins		Lunch	P5
Y9	F block	P1	P2 – 60 mins		Break	P3	P4a -30 mins	Lunch*	P4b - 30 mins	P5
Y10	Science	P1	P2a – 30 mins	Break*	P2b - 30 mins	P3	P4 – 60 mins		Lunch	P5
Y11	E block	P1	Break*	P2 – 60 mins		P3	Lunch*	P4 – 60 mins		P5
Y13	Jubilee	P1	Break	P2 – 60 mins		P3	Lunch	P4 – 60 mins		P5

Moving within the building: Movement around the academy is limited and each year group will have their own zone and set of toilets. On arrival to their classroom, students will sanitise their hands. Hand-sanitiser is provided at every classroom entrance.

Students assigned a classroom: Students will remain in their classroom and/ or zone throughout the day. Teachers will move between the classrooms to teach across the curriculum. On some occasions, their teacher will meet escort them to a specialist teaching areas e.g. PE. 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.

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.

Curriculum: We will continue to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, whilst being mindful of missed subject content and the anxiety and pressure our students may feel. Departments will adapt current curriculum plans 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 of our students. For students in year 7, it may be necessary to address gaps in English and Maths by teaching some essential knowledge and skills from the key stage 2 curriculum.

PE lessons: We will prioritise outdoor sports where possible. Students will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Where students have a PE lesson on a particular day, they will be allowed to arrive at school in their PE kit. They should bring their uniform with them to change into following the lesson.

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 providing they are cleaned regularly. Resources that are shared between year groups, such as sports equipment will be cleaned after every use.

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 will be available on our main academy website. The behaviour system will continue to focus on the rewards and positive aspects linked to class charts points. Where a student is not meeting expectations, the student's parent/carer will be contacted.

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 hot and cold menu available. Students should bring a bottle of water with them to ensure they keep hydrated during the school day. Water dispensers will be available to refill bottles. Each group will be assigned a toilet area and these will be cleaned regularly and thoroughly cleaned at the end of the day. Students must sanitise hands before entering and upon exiting the toilet facilities.

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 from 2:45pm. It is very important that students do not congregate once outside the building.

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.

Week Beginning 7th September

We have been advised by the Local Authority to ensure all students are given a proper induction back to school to ensure they fully understand the health and safety implications of the changes we have mentioned. Therefore, we have planned a staggered start to the year.

Monday 7th September	INSET day for staff. No students to attend the academy
Tuesday 8th September	Year 7 only Arrive at 10am Leave from 2.45pm
Wednesday 9th September	Year 7, 10 and 13 only. Arrive for an 8:40 start Leave 2:45 - 3pm
Thursday 10th September	Year 7, 9, 10, 11 & 13 only. Arrive for an 8:40 start Leave 2:45 - 3pm
Friday 11th September	Year 7, 8, 9, 10, 11 & 13. Arrive for an 8:40 start Leave 2:45 - 3pm

We recognise how difficult this time has been and so we have ensured there is a support system in place at the school. We urge anybody who needs support to speak to a member of staff. The safety and mental, emotional and physical well-being of our staff and students is paramount.

Although our Academy will operate in a different way in September, we are confident that our students will respond positively to the changes.

Yours sincerely

Roz Wood-Ives
Head of School Designate

Paul Cooper
Executive Principal