

25<sup>th</sup> August 2020

Dear Parent/Carer

I am writing to you following my initial reopening letter dated July 17<sup>th</sup> 2020, a copy of which can be found on the Academy website [here](#). This letter contains full details of start dates, attendance, uniform and equipment requirements. The aim of this communication is to give detailed information as to how the Academy intends to implement the government guidance for the reopening of schools in order to ensure the staff and students are safe when they return. You can read a summary of this guidance intended for parents [here](#).

The governmental guidance states that schools now need to minimise the points of contact that could allow infections to spread, no longer primarily relying on enforcing social distancing. In secondary schools, students should operate as year group 'bubbles' to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. In the guidance it sets out the following essential measures that schools must uphold:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The Academy will put in place the following measures to meet these guidelines and keep the entire school community safe.

### **Attendance**

Although attendance is once again mandatory in schools across the UK, students or adults must not come into the school if they have coronavirus (COVID-19) symptoms (see [here](#) for details from the NHS), or have tested positive in the last 10 days. If a child has COVID-19 symptoms in school, they will have to be isolated and collected straight away. It may be necessary for the staff waiting with them to wear protective equipment if a distance of 2m cannot be assured. Students with symptoms must follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Students may only return to school if they have received a negative COVID-19 test result, or if this is not possible, have completed the 'stay at home' protocol.

In line with the government guidance, it may be necessary to share details with the NHS Test and Trace programme in order to minimise the spread of the infection.

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**Minimising contact: Measures for arriving at and leaving school**

In order to minimise the number of students travelling and entering the school together, the Academy will operate a simple staggered start and finish to the school day for some students. Students will also enter and exit through allocated gates to minimise contact and congestion:

Year group	Start Time	Finish Time	Entry/Exit
7	08:30	14:40	School field gate
8	08:55	15:00	Main gate
9	08:55	15:00	D block gate
10	08:30	14:40	Community entrance
11	08:30	14:40	Main gate

**Minimising contact: Measures within the classroom**

In order to fully comply with government guidance and to ensure the children’s safety is paramount we will adopt a full **Bubble Model** for each year group. This will mean that each year group will be taught exclusively in one area of the school, with their tutor room, toilets and break/lunch area also being kept separate.

This will mean the following:

- The full curriculum timetable will remain as planned with only rooming being rescheduled
- Students will move/mix freely with their year group in the classrooms allocated
- Staff will change classrooms in order to teach different year groups
- **Year 11** will have access to the majority of ‘specialist’ subject rooms due to it being their examination year, however we have also managed to allocate Year 10 some science labs and a multipurpose technology room. In addition, we have redesigned our learning areas to be able to allocate a performing arts space and a limited computer room in each of the Key Stage 3 year areas
- Due to the limited rooming there may need to be some curriculum redesign to support the changes but we anticipate these can be addressed when the school returns to normal operation

A full video guide to the year group areas and their facilities will be released to parents/carers later this week.

In addition to these measures the classrooms have been set to front facing where possible (in line with government recommendations) and staff will teach exclusively from the front of the classroom maintaining strict social distancing as they operate across the different year group bubbles. Learning support staff will operate within the year group bubbles in order to support students effectively.

**Minimising contact: Physical Education**

On the day a student has a PE lesson, we require them to wear PE kit throughout the entire day to minimise contact when changing. Students will participate in full Physical Education lessons where outdoor facilities are available and will complete classroom lessons where the weather isn’t suitable. Any student wishing to access changing facilities at the end of their lesson will be allowed to change in individual bays within the changing rooms to minimise contact.

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### Minimising transmission: Further measures taken

In addition to operating the bubble model, the following robust hygiene measures have been put in place to ensure the students are safe whilst at school:

- All site and building entrances will have hand sanitising facilities
- Classrooms will be cleaned when not in use and high travel areas cleaned throughout the day
- Enhanced COVID-19 safe cleaning protocols in line with government guidance each evening

### Minimising transmission: Personal equipment

In addition to this core set of equipment, due to the guidance to reduce transmission of Covid-19 we would also recommend students bring:

- Calculator – It has been recommended schools limit shared resources
- Colouring pencils – It has been recommended schools limit shared resources
- Pocket dictionary – It has been recommended schools limit shared resources
- Small personal hand sanitiser
- Pocket sized tissues

The current (at the time of writing) government guidance **does not recommend** the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. Parents/carers who wish their child to wear a face covering do so at their own discretion. Any misuse of face coverings will result in the student being asked to remove them safely.

### Travel arrangements

Please reinforce the need for safe behaviour in travelling to and from school. It is recommended to avoid taking public transport with further information given [here](#). Any student wearing a non-disposable face covering will be expected to bring a plastic bag to keep these in during the school day. The school bus will operate as normal for Years 7, 10 & 11 with a separate mini-bus service operating for Years 8 & 9. A further travel communication will be sent to parents/carer who have confirmed a bus place in due course.

At the end of the school day students must leave directly and cannot remain on the school site. All after school clubs are initially suspended until they can operate safely within the guidance.

### Academy catering

Unfortunately, there is no way to operate the normal school canteen facilities within the year group bubble model without significant impact on student learning time. Due to this, students are encouraged to bring a packed lunch to school. Student who receive a free school meal will have a packed lunch provided and we are hoping to work with our catering provider to give an option for parents to purchase these lunches in advance should you choose. A further catering communication will be sent to parents/carer in due course also.

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The decision to adopt this model has been a difficult one as we know change will always add additional stress and anxiety for students and staff alike. However, the safety of the whole school community is paramount and starting with this model will allow us to relax it more easily should the national picture and guidance permit at a later date.

Please can I remind you that the start of term from Year 7 & 11 is **Monday 7<sup>th</sup> September** with all year groups back on **Tuesday 8<sup>th</sup> September**. After such a long period away that some students may be daunted by the return. If you feel your child may need additional support in returning to the school routines please contact their tutor or Head of Year and we will do our best to support them. Further details about attendance, uniform and equipment requirements are in the initial letter linked at the top of this one.

We look forward to welcoming the students back to school in September and once again providing them with a rich and fulfilling curriculum experience.

Yours faithfully

Mr Prankerd  
**Headteacher**

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