



15th July 2020

Dear Parent/Carer

Plans for September Re-opening

For my final letter of this academic year and as promised, I am writing to you with information regarding the return to school for all staff and students in September. I apologise for the length of this letter but wanted to give you as much information to support you and your child with preparing for returning after what will be nearly half an academic year of working from home.

It is important to note that these procedures are based on the most recent Government guidance and are still subject to change.

My intention is to write again to you near the end of the summer holidays confirming arrangements and informing you of changes to the information that follows. It is also important to note that we need to be prepared to respond to a change in these arrangements at any point when advised to do so by the Government or in response to local context.

Although we will be operating in a very different manner and staff and students will have to become familiar with different systems, processes and routines, I do wish to keep the educational experience and the curriculum as normal as possible. Although this may look complex, it has been kept as simple as possible.

Attendance

Whilst the pandemic has been prevalent, the Government has allowed parents to decide whether or not to send children back to school, where this has been possible. From September all parents must send students back to school on a full time basis.

We will be working with students on re-engaging them in education and inducting them into new ways of working upon their return. We understand the different feelings students may have and anxieties that exist and we will support students with this. For any student that does not resume attending school, I have no alternative but to follow Government guidance and issue fixed penalty notices. This is not something I want to do as I would hope that, working in partnership we can re-induct students into what will be a safe working environment that is conducive to learning.

Returning to School

Not all students will return on the same day. We will slowly reintegrate students back into school over a couple of days in order to ensure effective induction takes place and that we can manage changes in school.

Students will have dedicated entry and exit points to school which must be adhered to. Students must not use any other entrance unless arriving late to school which must be through the main entrance.

- Year 7, 8 and 9 will use the main school entrance
- Year 10 and 11 will use the driveway next to the Hub
- Year 12 and 13 will enter through the 6th form block

The return days and dates are as follows:

Year 7 Induction day	-	Friday 28 th August
Year 7 and 11 return to school	-	Tuesday 1 st September
Year 7, 10,11,12,13 in school	-	Wednesday 2 nd September
All Year Groups in school	-	Thursday 3 rd September

In order to keep social distance and for students to remain in year group bubbles, the start times will also be staggered each day; this is until further notice. Students should come straight on to site at their start time and go straight to mentor rooms. Other than Friday where they will go straight to their period 1 lesson. Likewise, at the end of the school day, students should leave at their time and exit point.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Start time	8:35	8:45	8:55	8:45	8:35	8:35
Finish time	2:50	2:55	3:00	3:00	3:50	3:00
Friday Finish Time	1:35	1:40	1:45	1:40	1:45	1:45

I understand that this may seem very prescriptive but it is essential that I keep students in year group bubbles as far as practicably possible, reducing contact with students in other year groups. Breaks and lunches will be taken in dedicated spaces, again preventing contact with other year groups.

Lunch Provision

Our catering service will resume from when students return, including the Year 7 induction day. Choices will be limited to “grab and go” style food. Hot and cold food is available but there will be a limited selection. If I could encourage parents to top up accounts online to reduce contact with the “cash top up machines” in the building. We would like to move to a “cashless” system as much as possible. Year 7 parents will be issued with login details, if an email address has been provided, week commencing 24th August in order to credit their child's online account.

Students will be able to mix within the bubbles they are part of (Year Groups). There will be no contact with other year groups other than passing in communal spaces. Students will need to move swiftly to their next classroom. Students will have staggered breaks and lunches. Students are allocated a dining room to use and will stay there for the duration of their 25 minute lunch break before returning to class; there will also be an outside space allocated.

Personal Hygiene

It is a must that students practice safe hygiene. Students must, on entry to school site, use hand sanitiser provided. They must also sanitise on entry to every classroom space. Students must wash hands after visiting the toilet. This is the biggest factor in reducing the spread of the virus. Students will be supervised sanitising at the start of every lesson. There is plenty of signage around the building reminding students to do this.

Uniform and Equipment

It is expected that upon return, students must wear full school uniform from the outset. Physical, PE lessons will not commence until Monday 14th September at the earliest so there is no need for any student to bring their PE kit into school until then. We will not be able to lend students basic equipment. When students return, we will issue them with a basic stationery kit of pencil case, pens, pencils, ruler, whiteboard pens, board rubber and mini whiteboard.

I would encourage you to top this equipment up with other items to ensure sufficient supply. In most other subject areas, specialist equipment may be provided. It would be of great benefit for students to invest in a scientific calculator which are available now from as little as £5.

As previously mentioned, students will be in “bubbles” to ensure their safety and wellbeing. Students will be given a coloured wristband to wear which is a compulsory part of uniform to ensure they remain as part of this bubble. Students must wear them at all times.

We must insist on high standards of behaviour, conduct, attitude to learning, engagement with learning and basic expectations as these standards will be upheld at all times. It is even more crucial at a point of re-engagement and induction and after such a lengthy spell from school that students have clear boundaries and parameters to operate within to support them and to ensure the school is a positive learning environment.

There will be other elements of working through the school day which we will finalise and share with students on the induction back into school.

All processes and procedures will be constantly reviewed by the leadership team as required and as we get used to this different way of working.

And finally...

Can I give my personal thanks to you all for your support during this situation and send you my best wishes for the summer holidays. I look forward to hopefully seeing you again in the new academic year.

Yours faithfully



Mr J Aldred
Head of School