



Dear Parents/Carers,

I hope you and your families are keeping safe and well. I wanted to write to you before we finish this Friday to update you on our plans for a full reopening in September.

We intend to open our school fully to all year groups in line with as many normal (pre-Covid) school arrangements as possible. We will do this in accordance with the guidelines from the DfE on ‘full opening of schools’ in September.

We believe that this approach is the best approach to achieve a broad and balanced curriculum and meet the needs of our students. We also believe that this is the best approach to provide our students with the much-needed routine and boundaries required for safe and successful learning.

Key Practical Information

We will be holding an extra training day for staff in September to ensure we are all clear regarding Covid practice and ready to launch the new year. Students will return in a phased process to enable them to become familiar with new practice.

- **Monday 31st August – Bank Holiday**
- **Tuesday 1st September – Thursday 3rd September – Staff Professional Activity Days**
- **Friday 4th September - Y7 return**
- **Monday 7th September – Y8 – 11 return on a staggered start**

The following describes how a school day will work in September.

Student arrival	Students will all arrive for 8.40am but will be supervised and directed into 5 separate areas creating year group bubbles as follows; <ul style="list-style-type: none"> ○ Y7 – Tennis court ○ Y8 – Left half of AstroTurf ○ Y9 – Right half of AstroTurf ○ Y10 – Back yard ○ Y11 – Dining room
AM Registration	There will be no AM form time, students will go from bubble areas to lessons they will be dismissed by year group to move one after the other into lessons
Assemblies	We will Still have assemblies in the Sports Hall in year group bubbles
Lessons	Small adaptations to the classroom will be made by the site team to support distancing where possible. This will include seating pupils’ side by side and facing forwards and moving unnecessary furniture out of classrooms to make more space. The teacher’s desk will be placed at the front and where possible 2m in front of student desks.
Lesson transitions	Students will move between lessons and be supported to maintain distance and not touch staff and their peers where possible. We will have a firm duty rota in place for transitions to police a one-way system. At transition points all staff will be on doors/corridors to enforce this. Doors will be wedged open and all doors will be open for ventilation
Break time	We will integrate break time into an extended lesson period 2 allowing for a 15-minute break to be taken within this time in year group bubbles.



Lunch time	Lunch times are split into our already planned two sittings. In lunch A there will be three areas (half of sports hall out to tennis court, studio out to back yard and canteen out to AstroTurf) with specified toilets for year 7.10 and 11. In lunch B following a clean down only studio out to back yard and canteen out to AstroTurf will be used for years 8 & 9. These areas will all serve pre-ordered grab bags and have an indoor and outdoor bubble space for each year group. Students are encouraged to bring own lunch or named grab bags, there will be no hot meals for this phase.
End of school day	The end of the day will be staggered by year group, <ul style="list-style-type: none">• Year 7 will leave at 2.40pm• Year 8 will leave at 2.45pm• Year 9 will leave at 2.50pm• Year 10 at 2.55pm• Year 11 at 3pm to attend Session 7 until 3.30pm Staff will dismiss students and escort them off the premises.

Other Practical Information

Extra-curricular activities:

1. Corrections – five designated areas, one per year group, PYLs and HoY will collect these students before their designated finish time and escort them to the year group bubble correction area. Once teaching staff have cleared their lesson they will report to their year group bubble to support corrections before the duty staff arrive.
2. Extra-curricular clubs – These will continue but will be limited to year groups, we will reduce the number of clubs being offered in the first half term with the intent, when able, that all these are reintroduced/offered.
3. Session 7 – These will be completed in year group bubbles according to the timetable already in place

Parent Meetings - We will continue to operate parent meetings as per calendar but we will use appropriate rooms to facilitate social distancing and no refreshments will be provided.

Uniform - Students will be required to wear full school uniform and in days when students have PE they can attend in PE kit as we will not be using changing rooms at this time.

Contacting school and coming into school - Parents are encouraged to contact school by telephone or email, in the first instance, if they have any concerns. This is to reduce the number of visitors to the school entrance allowing reception staff to supervise the reception area, ensuring no more than two visitors are in this area at any one time.

Attendance – From the 1st September the usual rules on school attendance will apply, including:

- Parent / Carers' duty to secure that their child attends regularly at school, where the child is a registered pupil, and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence



- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All Children should now be attending school with the exception of:

- Children who are ill with illness not related to COVID19.
- Pupils who are shielding or self-isolating - have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Pupils who have been instructed to shield by their specialist health professional – evidence will be required
- Children of parents / carers who are following clinical and/or public health advice, – evidence will be required

Hand washing and Hygiene - We will be asking staff and students to clean hands thoroughly more often than usual. We will build routines into the school culture and have assemblies, form times, posters and signage to promote handwashing with soap and water for at least 20 seconds across the school day. We will also be placing around school extra toilets/washing facilities and each classroom will have a hand sanitising station.

Cleaning - We will continue with on a much larger scale enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Transport - We encourage parents/ carers and pupils to walk/cycle or drive to school rather than take public transport. If you have to take public transport please remember face coverings are mandatory for children 11 years and older. If you are on public transport please try to remain in year group bubbles. We also encourage the use of hand sanitiser upon boarding and/or disembarking

Curriculum - We intend to deliver our full curriculum in line with guidelines, no subjects or opportunities are being removed or reduced at any time. We will be introducing a system to baseline all our students that will enable us to plan a curriculum for term one that supports any lost learning in the previous year, whilst interweaving this with new curriculum.

Physical activity – We will review our approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, and contact sports are avoided

We intend to prioritise outdoor sports where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene.

Pupil safety, well-being and support - We have increased the size of our pastoral support team, moved student services to a central location and trained five staff to support students facing difficult situations. We will have 25 minutes a day for form time activities and support for young people with a consistent member of staff. We have developed a bespoke PSHCE curriculum for the first three weeks of term designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing.



Behaviour expectations - We will continue with our P-Point system and instant corrections but we will be really working this year on our positive rewards, to create the right conditions to re-engage pupils in their learning and reintegrate them back into school life. We will hold reintegration assemblies for every year group to outline standards and expectations in this period of time,

We will use our current P point system to record COVID breaches, for example: touching, horseplay and students not in lessons so that repeat offenders can be dealt with in line with our policy. A clear plan is in place for the minority who may compromise plans and consequences for those who seriously breach safety of self and others.

Contingency planning for outbreaks - We will have a contingency planning process in place for local outbreak and for entering local lockdown or school closure, and also have systems in place to move immediately to providing remote education should this be necessary.

Key Dates

- **Tuesday 1st September – 8am - Staff return to school**
- **Friday 4th September – Y7 Return to school**
- **Monday 7th September – Y8-11 return to school**
- **Week beginning Monday 7th September – Year group meetings for parents**

I hope this information goes some way to informing you of our plans and reassuring you that we are doing everything we can to make sure we continue to provide a quality education for all our students in these demanding circumstances.

We will of course continue to communicate with you throughout the next few weeks and months with any updates or confirmed arrangements.

Please remember that we are using an information sharing app. that uses emails and you must have an email address in place to ensure you receive all important messages from school. You can visit school next **Thursday 16th July** to set up an email account with staff support if you need to. Please contact Reception and make an appointment.

Please do let us know if there is anything we can do better or if there is anything you need more information on. We are in this together and we want to make sure we all come through this in the best position we can.

I wish you all a fantastic summer and I hope you get a chance to rest and relax, I am looking forward to welcoming the students back in September and seeing you all again when hopefully we get back to some normality.

Best Wishes,

A handwritten signature in black ink, appearing to read 'P. Greenhalgh'.

Mr Paul Greenhalgh
Headteacher