

Dear Parent/Carer

20 August 2020

Firstly, thank you for your patience in waiting for us to supply the information you need for the start of term. There's been much to consider and I'm afraid this letter contains a significant amount of information. You'll appreciate that school is, and has to be different, to protect us from the Coronavirus. However, we are thrilled to be finally opening our doors again to our students. Our plans cover until half term, though we are continually reviewing the situation in line with local and national guidance.

In order to safely open the school, we need to ensure that we work together to maintain year group 'bubbles' and socially distance from each other. With this in mind we need to be strict with start times to the school day. Students will not be allowed into school until their allotted time and we are asking parents/carers to support with this by timing their journeys appropriately. The only students who will be allowed onto school site and to their pods are those who have come to school on school buses and have an allocated bus pass. I'm sure you'll appreciate that with 1,700 students, social distancing needs to be tightly managed and the staggered start times are essential to manage this effectively.

#### ARRIVAL AT SCHOOL

- The first thing to note is that parents/carers and their vehicles, will not be allowed onto school site, so plan where students will be dropped off. To avoid unnecessary congestion, please avoid dropping off directly outside the gates and plan to drop students off further away.
- If, for medical reasons, you need access to the school site please could you contact the Head of Year so a pass can be arranged?
- It is vital that at the point of drop off an appropriate social distance space of 2 metres be maintained between students.

#### SCHOOL TIMES FOR THE FIRST WEEK BACK – INDUCTION WEEK

	YEAR 7		YEAR 8		YEAR 9		YEAR 10		YEAR 11	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
<b>WEDNESDAY</b> 2 <sup>nd</sup> SEPT	8.30am <b>7.1, 2, 3 and 4</b>	2pm	<i>Not in School</i>		<i>Not in School</i>		<i>Not in School</i>		<i>Not in School</i>	
	9am <b>7.5, 6, 7 &amp; 8</b>	2.15pm								
	9.30am <b>7.9, 10, 11</b>	2.30pm								
<b>THURSDAY</b> 3 <sup>rd</sup> SEPT	8.30am <b>7.1, 2, 3 and 4</b>	2pm	<i>Not in School</i>		<i>Not in School</i>		12.30 pm	2.30 pm	8.30 am	10.30 am
	9am <b>7.5, 6, 7 &amp; 8</b>	2.15pm								
	9.30am <b>7.9, 10, 11</b>	2.30pm								
<b>FRIDAY</b> 4 <sup>th</sup> SEPT	8.30am <b>7.1, 2, 3 and 4</b>	2pm	8.30 am	10.30 am	12.30 pm	2.30 pm	<i>Not in School</i>		<i>Not in School</i>	
	9am <b>7.5, 6, 7 &amp; 8</b>	2.15pm								
	9.30am <b>7.9, 10, 11</b>	2.30pm								

## START AND FINISH TIMES FOR SUBSEQUENT WEEKS

	YEAR 7		YEAR 8		YEAR 9		YEAR 10		YEAR 11	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
<b>ALL DAYS</b>	8.35am	2.30pm	8.35am	2.30pm	8.35am	2.30pm	8.20am	2.20pm	8.20am	2.20pm

## MOVING ACROSS THE SITE TO THE DESIGNATED AREA

- Once on the site, movement across it to the year group entrance is very prescribed. We've have to try to create space to enable everyone to be socially distanced from other year groups. Please see the film for details.
- For students:* Please go straight to the year group pod when you come into school, the canteen and courtyard will be out of bounds at this time as there is insufficient space to appropriately socially distance.
- For students:* If you are cycling to school please can you lock your bikes in the designated area for your year group. For Y10, Y8 and Y7 this is the covered area near the car park and for Y11 and Y9 this is the bike park near the Sports Hall. Please wear a helmet and follow cycling road safety guidelines.

## ENTERING THE SCHOOL BUILDING

- Each year group has been allocated a separate corridor/ area to allow for separate bubbles; they also have a separate entrance.

Year Group	Pod	Entrance
7	Academic Studies and Arts corridor	Entrance via double doors by Daisy Chain
8	English corridor and main hall	Through double gates and into English by doors at the top of the quad.
9	DT corridor plus FD1, FD2	Through single gate and into the building via the science/dining room entrance.
10	Maths Corridor plus IT1, IT2, IT3	Through double gates then up the stairs to maths next to LBY office.
11	Science corridor plus Sixth Form workroom.	Through single gate and up the stairs to science (isolation stairs)

- For students:* Once in school, please follow the school rules and walk on the left and go to the tutor base. Sanitize hands before entering a classroom.

## BREAKS/LUNCHES

- Break and lunchtime sessions will be by year group only. Sadly, we cannot provide food before school and at break, though we will provide a reduced canteen selection at lunchtime. Students can however, bring their own food to be eaten at break.
- Whenever possible could you please use our online Parent Pay facility that allows cashless payment for our canteen services? Only the machines in the dining room will be available to students during their lunchbreak and therefore should be used to support Parent Pay.**
- We will be able to wipe down cashless catering machines between lunch sittings.
- Whilst water fountains are still available on each pod, they will not be able to used to drink from and water will need to be decanted from them. To this end, please be aware that students will need to provide their own water bottle.

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#### **FORMAT OF THE DAY**

- Classrooms will be reconfigured and in most classrooms the tables will be facing the same way. Students will be able to move classroom within their pod and staff will move between pods to teach classes.
- Students will be permitted to go to the toilet at any time throughout the day.
- On PE days students will come to school in PE kit, as we can't use changing rooms. On a wet weather day students will be based indoors, in their year group pod to avoid sitting in wet kit for the rest of the day.
- Students cannot go to 'Student Services' any more. We've set up an equipment station in each pod that students have access to each morning. This is the time to be self-sufficient to keep us all safe as equipment cannot be 'borrowed' from others.

#### **DISMISSAL AT THE END OF THE DAY**

- We will be staggering the dismissal of students to allow more space to socially distance. Please refer to the timing of the day table for finish times.
- Whilst we cannot completely police what our students do when they leave our premises, please could we ask you to reiterate the need to be considerate of others and maintain distance.

#### **LATE TO SCHOOL**

- *For students:* Please enter via the main reception entrance at the front of school. The doors will not open automatically and you will have to use the intercom to ask for access. The necessary admin will be carried out and you will then be able to go to your year group pod.
- Please use the parent/carer note section of the planner to let us know of genuine reasons for lateness.

#### **MEDICAL**

- If your child needs to receive medication during the day, please contact the Head of Year. They will then liaise with you to create a Health Care Plan and will subsequently issue an appropriate pass that will facilitate movement across pods to the medical room or for the medication to be brought to your child.

#### **PARENTAL ACCESS TO SCHOOL**

- You'll appreciate that we have to limit the number of people who have access to the school site. As such, parents/carers will not be able to visit school unless you have an appointment.
- Please note that we will only be able to make an appointment for after school hours when we have the necessary capacity to socially distance.

I do hope I have provided the right amount of information to safely get your son/daughter into school and understand the main changes, without unduly overloading you. We have put together a film to support this letter. To access this please click on the hyperlink in the original Edulink message. Please, where possible, ensure you have watched this with your child.

The initial induction sessions during the first week are designed to go through procedures in greater detail.

Many thanks.



**Lorraine Bradley**  
**Head of School**

**Link for the film:** <https://www.youtube.com/watch?v=snxyXHBNGSU&t=1s>