



**Queen Katharine
Academy**

A proud member of



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Our Ref LMa/JDo

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Dear Parents/Carers,

School Reopening Plans from Monday 15th June 2020

As you are already aware, the Government announced that secondary schools in England would offer some face to face time with year 10 and 12 students. We have planned to reopen using a gradual and phased model with our key priority being the safety of every single member of our school community. These plans have been drawn up using Government, Local Authority and Union guidance and have been shared and discussed with Trust Senior Leaders, the Local Authority, our local Academy Committee, and our staff. The plans have then been ratified by our Trust Board. We have also carried out a thorough risk assessment, which is available on our website <https://www.qka.education/attachments/download.asp?file=598&type=pdf> and have prepared the building and outdoor spaces to ensure they are as COVID-19 secure as possible and ready for reopening. We would now like to share these plans with you.

There are a number of key measures we are taking in order to ensure that our school reopening is safe for all: our students, our families and our staff. These measures are summarised below:

- We will be staggering our reopening for students in Years 10 and 12.
- Year 10 students will begin to return from Monday 15th June. They will be allocated one day a week in school through to the end of term. Students will access time with their tutor, where possible, and some learning in their core subjects whilst in school. Week one will start with a 3 hour session in school, moving to 4 hours for the remaining 4 weeks.
- Year 12 students will be allocated a time in school with their tutor from Monday 15th June, where possible, then lessons will remain mostly online. We will, however, open our sixth form centre for year 12s who have no computer access at home, to ensure they can all access their lessons.
- A comprehensive information booklet will be sent home to you and the students in Years 10 and 12. This will provide more details and will enable you and your child to prepare for their return to school.

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- Students should come dressed in appropriate clothes, ready for learning. School uniform will not need to be worn for the Summer Term. We appreciate that the washing of some items of school uniform such as blazers and trousers after each day can be problematic and not practical for most of you. We also do not want you paying for some items of uniform that may have a limited shelf-life i.e. half a term – it is not fair. We also want students to feel as comfortable as possible as we begin the process of re-integrating them back into a formal education setting.
- Social distancing measures and signage will be in place around the school for all. There will be an expectation that we will all stay at least 2 metres from each other at school, and we would like to ask for your support in ensuring that you also adhere to 2 metres social distancing when dropping off and collecting your child from school. Markings will be used to encourage this social distancing under the canopy.
- We will be explicitly teaching the students to adopt social distancing measures, but we cannot guarantee stringent social distance at all times. We will, therefore, be ensuring the students adopt additional measures to protect them, their families and our staff. This will include: regular hand washing, which will be available in their classrooms; use of hand sanitiser; good respiratory hygiene; reorganisation of classroom furniture to encourage limited contact between students; and increased cleaning routines, particularly in communal areas such as toilets, on stairwell handrails and the breakout area.
- Students will be regrouped into smaller groups of up to 10 students called Bubbles. Each Bubble will be supported by a teacher. All adults will be familiar to the students, but they may not be with their usual class teacher or TA. Each Bubble will work in a separate classroom, which may not be the student's usual classroom. Each Bubble will be socially distanced from the other Bubbles in school and we will be actively discouraging the mixing of Bubbles. This means that the students will learn and socialise with the other students in their Bubble, and the staff member allocated to their Bubble will remain with them for the whole day. For infection control, and in accordance with government guidance, we will not be able to move students or staff between Bubbles once each Bubble has been established. If you state that your child will be coming in when contacted directly, we will expect them in for all 5 weeks, unless, of course, they are ill.
- Daily routines will be very different. There will be staggered drop off and collection times, and we will be asking different groups of students to enter and exit school using specific entry/exit points. We will be asking you to support us by bringing your child to school alone where possible: reducing the number of people on site reduces the risk of infection. We will also be asking you to 'drop and go' to minimise contact and keep everybody safe. Details of staggered starts, finishes, entry, exit points and which Bubble students are in will follow in the information booklet.

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- Break times and lunchtimes will be staggered, and students will be encouraged to go outdoors, but remain in their Bubbles.
- Classrooms have been reorganised with minimal furniture which has been distanced to encourage students to work at a safe distance from each other. Each student will have their own pack of resources.
- Toilet facilities will be allocated to year groups, with a member of staff supervising to ensure that a '1 in, 1 out' system is in operation and students are encouraged to wash their hands. The toilets will be cleaned more regularly, including throughout the school day.
- One-way systems will be established at key points to restrict the flow of people and minimise the risk of infection.
- Students should only bring minimal belongings with them to school. Pencil cases and PE kits will not be needed, although students may wish to bring their own water bottle to reduce the risk of cross-contamination.

We are hoping that these measures will enable us to find a way to be safe, whilst we gradually reopen Queen Katharine Academy for the remainder of the summer term. We appreciate that for some you there will be an anxiety surrounding returning to school, and this is completely understandable: we will do our very best to support you with any questions you may have.

We would like to remind you all that sending your child back to school between June and July is your choice and that if you choose for your child to remain at home there will not be any attendance sanctions or fines.

For our existing group of students who are vulnerable, or from those of you who are essential workers, you will be able to continue to come to school as you have done since March 23rd. If you are a parent whose child may fall into this category, but is not currently registered for this group, please contact the school to discuss this further.

We appreciate that this is a lengthy communication, but we hope it answers many questions for you and also for our students. I would like to close by saying that my vision in reopening Queen Katharine Academy is to ensure that our school is still a fun, caring, engaging, happy and safe place to learn.

If you have any further questions or queries, please do not hesitate to contact the school.

Yours sincerely



Lynn Mayes
Principal