



**Queen Katharine
Academy**

A proud member of



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Our Ref LMa/jd

13 July 2020

Dear Parents and Carers,

As we approach the end of the academic year, I am sure that you have many questions about our return to school in September. I would therefore like to share with you draft plans for the full re-opening in the Autumn.

The overriding principle is that in order to minimise the risk, all students at all times will follow new routines and follow all health and hygiene guidance. In order to embed these new expectations, we will be having a phased return from Monday 7th September, moving towards a full return for all students from Monday 14th September. Every student will be following a broad and ambitious curriculum in an environment that is as safe as possible.

Groups and Zones

As the Government recommends, year groups will form 'bubbles' and will, as far as is possible, be kept separate from other year groups. Each year group will have its own 'Zone' and will arrive and leave through a separate entrance.

Year Group	Zone	Arrival Door	Departure Door (escorted)
7	AB (Downstairs)	AB Street	AB Street
8	CD (Upstairs)	Sports Hall Door	Front Door
9	CD (Downstairs)	Front Door	Front Door
10	AB (Upstairs)	Theatre Door	AB Street
11	E (Upstairs)	EF Street	EF Street
Sixth Form	Sixth Form Area	Sixth Form Door	Sixth Form Door

Arrival/Departure Times

The site will not open until 8.15am and no students should attend before this time. Breakfast will continue to be available, but this will be delivered to Zones and orders will need to be placed in advance.

Upon arrival, students should enter through their allocated door and proceed directly to their Zone. They will be welcomed by their Progress Leader or SSO. They will then move to their tutor room when the bell goes at 8.40am.

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All students must be in school, in their form rooms, by 8.40am and we strongly encourage students to walk or cycle to school if they can.

At the end of the day, students will be dismissed by their Progress Leaders between 2.40pm and 2.50pm to avoid large gatherings. Students will be escorted out of the building promptly by their tutors.

Students should not remain on site at the end of the day, leaving immediately and going directly home.

Should a student be required to remain in school for a restorative conversation or to reflect on their behaviour, parents/carers will be informed in advance. These conversations/reflections will take place between 14.45 and 15.45, after which, students will be escorted out of the building via the front doors.

Uniform

Students should be dressed in full uniform. The Government advises that this does not need washing more than usual. We will not be supplying spare uniform items due to health and safety.

No changing facilities will be available, so students should arrive PE-ready or Dance-ready on the days when they are timetabled for these subjects. Full PE or Dance uniform must be worn on these days

Students who arrive by public transport will need to wear masks/face coverings when travelling. These should be safely stored in a bag during the day.

Lockers will not be available, so all students should bring a bag in which they can fit their equipment for the day.

Lunchtime

Lunchtimes will be staggered. Students will eat with their year group and the food service will be from different points. Mixing between year groups or entering the Zone of another year group will not be permitted inside the building. The food service will be limited and, unless the family is receiving free school meals, we recommend that a packed lunch is brought.

Students will be permitted to go outside during lunchtime, but social distance must be maintained between students of different years.

Year Group	Lunch Time	Lunch Zone / Point of Food Purchase
7	11.15 – 12.00	AB Breakout
8	12.00 – 12.45	Canteen
9	11.15 – 12.00	CD Breakout
10	12.00 – 12.45	AB Breakout
11	11.15 – 12.00	Canteen
Sixth Form	12.00 – 12.45	Leaf and Loaf

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Moving Around The Site

There will be a strict one-way system around the building, which must be followed whenever movement is required. This includes between lessons and when arriving / departing.

Lesson Timings

There have been some changes to the structure of the day:

Time	Activity
08.15-08.40	Students arrive
08.45	Tutor time
09.00	Lesson 1a
09.45	Lesson 1b
10.30	Lesson 2a
11.15	Lesson 2b (Year 8, Year 10, Sixth Form) Lunch (Year 7, Year 9, Year 11)
12.00	Lesson 2b (Year 7, Year 9, Year 11) Lunch (Year 8, Year 10, Sixth Form)
12.45	Lesson 3a
13.30	Lesson 3b
14.15	Tutor Time
14.45	Students Depart (Staggered between 14.40 – 14.50)

We appreciate that there is a lot to take in, and to help students with this, we are gradually welcoming year groups back over the first week. Please look carefully at the table below to ensure that your child returns on the correct day.

Return to School Schedule

Date	Year Groups to Attend
7 th September 2020	7
8 th September 2020	7, Sixth Form
9 th September 2020	7, 10, 11, Sixth Form
10 th September 2020	7, 8, 10, 11, Sixth Form
11 th September 2020	7, 8, 9, 10, 11, Sixth Form
14 th September 2020	All students

As mentioned above, this is a draft plan at this stage as the situation is always evolving. Further information regarding procedures for Parents' Evenings and other large events will be sent out during the Autumn Term.

Opening over the Summer Break

The government is not asking schools and settings to remain open over the summer holidays. Schools and settings therefore will not be expected to open for vulnerable pupils and the children of critical workers over this period and we will therefore close over the summer holidays.

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I would like to take this opportunity to thank you for all your efforts in supporting the Home Learning during the lockdown and we look forward to welcoming all our students back to QKA in September.

Yours sincerely

A handwritten signature in black ink that reads "Mrs L Mayes". The signature is written in a cursive style with a large initial 'M'.

Mrs L Mayes
Principal