



2 September 2020

Dear Parents/Carers,

We hope that you have been able to have a restful summer. We are very much looking forward to welcoming all our students, existing and new, into school next week.

Just as the last academic year finished in an exceptional way, so will this academic year start. Obviously these are extraordinary times and we would like to assure you that we have worked to ensure that measures are in place to reduce, as far as possible, the risk to our students and staff when they come back. We would like to share these with you now so that you can feel confident and reassured about the safety of your child when they are in our care. We shared our initial intentions before the summer, but we have continued to refine these through the holidays. Some of this letter repeats our previous communication, but there are several amendments and additions due to the changing nature of the government guidance.

In this letter, we hope to answer any questions that you may have, but please do contact the Academy if you are not clear about anything.

Return to School Schedule

In order to minimise the risk to students and staff, we have introduced a range of measures, including an enhanced cleaning regime, sanitising routines and a one-way system. To ensure that everyone is familiar with the new routines and expectations, we will be having a phased return from Monday 7th September, moving towards a full return for all students from Friday 11th September. As well as embedding routines, our new year 7s did not have the usual induction days before the summer. These days are crucial to these new students settling into a different environment and getting their bearings. Therefore, they are joining us first and have some time to settle in before everyone else is back.

Please see below for the dates upon which each year group should attend.

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 onwards	All students

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School starts at 08.40 and all students should be in their form rooms by this time. We have not staggered the start times because we are fortunate enough to have a number of different entry points to the building which will be designated to a year group. Details are below in the 'Groups and Zones' section of this letter.

On the **7th September only**, year 7 should enter via the side-door to the Theatre where staff will be waiting to welcome them and guide them in from 8.15am. They will be shown their regular entrance point during the course of the day and will use that from 8th September onwards.

Groups and Zones

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 not be available in the first week, and arrangements for an ordering system from the 14th September will be communicated in due course.

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.

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.

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Travelling to and from the Academy

Students should avoid meeting in large groups on their journey to and from school. Parents bringing and collecting students to and from school by car should be aware that the Main Reception gate will be open between 8am and 9am for arrival and 2.45pm and 3.15pm for collection. Students should be dropped off and collected in the main car park.

Students for whom the only way to get to school is to travel on public transport are reminded of the requirement to wear a face-covering and to maintain social distancing.

Moving around the Academy

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. Students will be guided through this on their first day back and it will be fully signposted throughout the Academy.

Corridors are now 'no waiting zones' as they are not wide enough to accommodate gatherings of people.

Tutor Time

As always, your child's tutor should be your first point of contact if you have any concerns about your child in school, or if you need to share any information. Our tutor programme is a real strength of the Academy and will be even more important as we return to a very different way of life from that which we left. Tutors will be making contact with the parents/carers of all their tutees this week, so please ask them for any reassurances that you need.

Also, when they return, as well as seeing their tutor at the beginning of the day, students will spend the last part of the day with their tutor too. This will help re-establish these vital relationships and provide wrap-around pastoral care. It will also facilitate a controlled and safe end to the day and exit from the building.

Break and lunch

To limit the amount of social contact students have during the day, we will no longer be having a morning break. This means that it is even more important that students have a good breakfast before they start their school day.

Lunch times will be taken at different times and in different areas for each year group. 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.

Regarding payment for food, students will need to use their cards; the biometric (finger print) system will not be operating. Students can load their cards via the cash loaders in the breakout areas, as usual. When purchasing food, students will not need to hand their card to the cashier – they will swipe it themselves. It is therefore vital that your child brings their card every day and tells their form tutor immediately should it be lost or damaged.

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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

Water

Students should bring a bottle of water to school for their personal use. They **must not share it** and it must be sufficient for the day as the water fountains are not in use.

Dance, Drama and Music

The government has released specific guidance for these subject areas and Subject Leaders are working closely with their Senior Leadership link and our Health and Safety Manager to ensure that we are operating safely in these important subject areas.

Uniform

Students should be dressed in full uniform. The Government advises that this does not need washing more than usual.

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 kit must be worn.** This can be purchased from the school shop and items that are not part of the school PE kit are not permitted.

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

Face coverings

Staff and students will be required to wear face coverings in communal areas – i.e areas outside the classrooms. **Students are only permitted to remove their face covering outside a classroom when they are sitting down eating.**

Face coverings must be plain in colour and there should be no patterns or logos. If a student arrives with an inappropriate face covering, they will be required to change it.

Students who arrive by public transport will also need to wear masks/face coverings when travelling.

It is essential that students know how to put on and remove their face covering safely. A demonstration video, showing how to put on and remove a covering can be found here: <https://www.facebook.com/GMB/videos/784342438986606/>

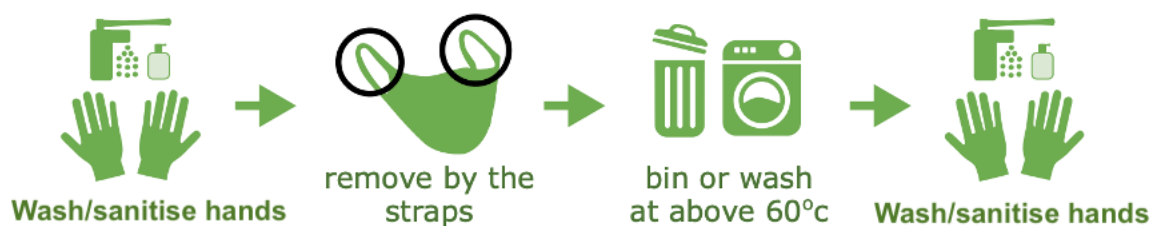
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Safe usage of face coverings includes cleaning of hands before and after either removing it or placing it on your face, as well as storing them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and should be replaced carefully.



To remove your mask...



We recognise that not everyone is able to wear a face covering for health or disability reasons and are therefore exempt from doing so. If you consider that your child is exempt from wearing a face covering, then please contact Mrs Heard (denise.heard@qka.education) who will be able to support with this.

Hand Washing and Sanitising

To minimise the spread of the virus, it is essential that all members of our community maintain high levels of personal hygiene by more frequent washing of hands or use of hand sanitiser gel. To promote this, sanitisation points have been installed around the Academy, including in all classrooms.

Students **must sanitise** when they arrive at a classroom and again when they leave. This is vital for everyone's safety and any abuse of this will be treated very seriously.

As well as sanitising their hands, students will be required to clean their work area on arrival and again when they leave. Materials will be supplied to enable them to do this safely.

If your child is unwell or becomes unwell at school

If your child has any of the signs of Covid-19 (a persistent cough, high temperature or loss of taste and smell) then they **must not come to school**.

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Please follow the guidance that the person with symptoms should self-isolate for 10 days and other members of the household should isolate for 14 days. You should arrange for everyone to have a Coronavirus test. You can do this by contacting NHS 119 or by booking a test online. Everybody, irrespective of age, is now entitled to a test. Please continue to self-isolate until you have been contacted by NHS Test and Trace with further advice.

If your child will be absent from school, please inform the absence line - in the usual way. If your child or a household member has Coronavirus symptoms, or has tested positive for Coronavirus, it is imperative that you inform us as soon as possible in order for us to support the Government's 'Test and Trace' initiative. We will send you details of how we will respond to a possible or confirmed case of coronavirus in school in a separate letter.

If a student develops symptoms of Covid-19 when in school we have procedures in place so that they can be quickly isolated. You will be contacted and asked to collect them immediately. You will need to have them tested and report the result to us.

Please, therefore, check that we have up-to-date contact details.

The government guidance can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you have been abroad to a country affected by quarantine restrictions

Families who have travelled to a country which is not on the government's '**Exempt countries and territories list**', and who therefore need to quarantine for 14 days upon return, must not send the students to school until the end of the quarantine period. Please let the school know if this applies to you.

The list of countries that do not have a quarantine requirement can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>

Mobile phones

Our mobile phone policy remains unchanged. If a mobile phone or headphones are seen in the school building then they will be confiscated. The item will then be kept in a plastic bag. Due to Covid-19 restrictions, the item will need to be quarantined for 72 hours (3 full days), so will not be available for collection during this time. This could mean that if a phone is confiscated on a Wednesday, Thursday or Friday, it will not be available again until after the weekend, so students should bear this in mind.

PE teachers will also not be able to store phones or valuables during lessons, so students should not bring them as their safety cannot be guaranteed.

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Extra-curricular Activities

We understand how important our clubs and extra-curricular provision are to our students. However, these will not be possible initially and we will keep you informed as we start to reintroduce them.

Parents' Evenings and Information Evenings

Parents' Evenings and information events will take place virtually for the Autumn Term. We will keep you informed should things change.

Parents Visiting the School

Due to the on-going risk of the virus, we cannot receive visitors to the school without an appointment. Please, therefore, do not arrive at the school without prior arrangement and request to speak with a member of staff as this will not be possible.

If you urgently need to speak with a member of staff, please contact them by email in the first instance and they will advise you how to make an appointment or arrange a virtual conference.

In the event that you do visit the Academy, you will need to complete and sign a form that confirms that you have not shown any Covid-19 symptoms and have not been told to self-isolate by NHS Track and Trace. You will also be required to wear a face covering whilst you are in the building.

Behaviour expectations

We continue to insist that our students maintain the highest standards of behaviour and show respect at all times. We also have a number of new routines and expectations, the following of which is essential for the health and safety of our whole community. Please go through the Behaviour Policy Addendum attached and ensure that your child fully understands what is required. This will be addressed again as soon as students arrive in September, but it will be very useful if students know in advance what to expect.

We apologise for the length of this letter but it is essential that we communicate all of this information to you. If you have any questions or concerns, please do contact the Academy and we will be happy to help.

We are very much looking forward to welcoming our students next week.

Yours sincerely



Mrs L Mayes
Principal