

Dear All,

### **September reopening – updated information for parents and students**

I hope you have all had an enjoyable summer break.

We have been keeping a close eye on the guidance issued by the government and Department for Education over the summer and particularly this week as we have been finalising plans and fully preparing the site for the return of all students and staff. There are no major changes to the information that I sent to you before the end of the summer term in July. The only change in guidance issued to schools is about face coverings. This guidance can be found here:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>. Although we will keep this under review, students and staff will not be expected to wear a face covering whilst in school with the exception of some of our teaching assistants and first aid team. Any student or member of staff may wear an appropriate face covering if they wish to do so. Students who travel on school transport will be expected to wear a face covering as they travel to and from school.

The risk assessment has been updated slightly and is attached for your information. It can also be found on the academy website in the Parent section under ‘September’.

Again, I have tried to break down the information into key sections for easier reference. Should you have any questions, concerns or suggestions, please let me know. I will be recording a safety briefing on Monday and will send this out on Teams in last year’s year team on Tuesday morning. All students will watch this on their arrival on Wednesday/Thursday during tutor time but I wanted to send it out in advance so they are able to see it before they arrive too if they wish. We have been as thorough as we can possibly be but there might still be aspects of the school day that we might need to consider in even further detail. It must also be noted that, as the students and staff return to school next week and we see the plans in action for the first time, that we might need to make some changes to make everyone even safer. We will keep you and the students updated on any changes we make.

**In a nutshell** (further details are below as appropriate):

- There will be no change in time for the start and end of the school day.
- Staggered breaks, period 3 and lunchtimes will be in place for Years 7 to 10. Zones have been created for breaks and lunchtimes.
- Students will be in year group “bubbles”. In years 7 and 8, along with year 9 where possible, students will remain in tutor group bubbles within the year group bubble. Years 10 & 11 will be in year group bubbles so that they are able to access their full curriculum. Year 12 and 13 are one bubble.
- Students will be expected to distance themselves from all other people in other bubbles whilst in school and out of school as far as possible.
- Hand sanitizer, tissues and pedal bins will be issued in every classroom and the expectation is that on leaving any classroom and entering any classroom, hand sanitizer should always be used. Catch It, Bin It, Kill It posters will be displayed around the school and in every classroom.
- Adults will be expected to maintain a distance of 2 metres from both students and other adults wherever possible.
- Students will follow their normal timetables, teachers will remain in their own classrooms wherever possible.
- Any large gatherings, such as assemblies will take place virtually via Teams.

- Use of equipment will be limited and items such as stationery should not be shared. Students should therefore have their own stationery. Please let us know if you experience difficulties with this.
- Keyboards and mice will be cleaned in IT rooms after every class.
- If students have symptoms they need to stay at home and access a Covid 19 test as soon as possible.
- If they feel unwell with Covid 19 symptoms they must notify the nearest member of staff straightaway.
- All visitors will need a prior appointment.
- Years 7 & 12 are expected into the academy on Wednesday 2<sup>nd</sup> September for induction. Separate information has been sent to these parents about these days.
- Uniform and staff dress code will return to normal.
- PE kits should be worn to school on the days that the student has a timetabled PE lesson.
- Students will be given their timetables on their first day. They do not need to wear their PE kit on the first day.
- All students will be given a whiteboard, a whiteboard pen and an eraser on their first day. This will form part of their basic equipment and they should bring it to school every day.

### Arrival and departure

Students will use 3 entrances to the academy:

- Students on bikes will enter via the main entrance.
- Students arriving by bus will enter via the gate between the Technology blocks (near the bus bays).
- Students arriving on foot in Years 7, 8 & 9 enter via the gate near the Drama studio.
- Students arriving on foot in Years 10, 11, 12 & 13 enter via the main entrance.

On arrival students will be given a squirt of hand sanitizer and will be expected to proceed to their line up point for their tutor room. For most rooms this point will be directly outside the room. For the first day, any students whose tutor rooms are in the main 'R' block (English, Science, Art) rooms, please line up under the canopy, where staff will be supervising. There will be lots of staff around on the first day to support this. Students in Years 7 and 12 will be directed to the right places on arrival. Staff on duty will supervise in strategic zones at the beginning of each day. Students will be allowed onto site from 8.30am unless a previous arrangement has been made for specific individual students. The tutor groups and their rooms can be found on the attachment.

### School transport and the local community

Information issued by the local authority can be found

here: <https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1>.

Where possible we would advise that students walk or bike to school or that parents bring them. If your son/daughter will be using school transport:

- We strongly encourage all students to wear a face covering to and from school, especially if social distancing is not possible. This includes on public transport. Please also carry a plastic bag for storing the face covering during the school day.
- When catching buses, all students should do so from their own school site. Anyone who does not follow this request will be sent back to their own school and parents will be called.

In addition:

- We encourage all students to carry a pocket sized hand sanitizer for use in school.
- Where possible, all students should come straight to school and go straight home at the end of the school day.

### Restaurant facilities

The restaurant will open and will be providing a large range of meals and snacks as usual. To ensure service is quick and the numbers in the restaurant are limited at any one time all food will be 'grab and go'. There will be no facility to sit in the restaurant at this time but there will be seated areas available outside in each zone.

### Classrooms

Where possible classrooms will be set up so that desks are facing forward, with the teacher's desk and work area 2 metres from the students.

Tutors will produce a seating plan for their tutor groups, which will be distributed to all teachers who will use this as a basis for their own seating plans. A record will be kept of all seating plans in order to support Test and Trace, should any student or staff member test positive.

### Movement around the academy

Students will move around the academy to access their lessons. This will be supervised at strategic points. There will be arrows on the floor, outside and inside, around the academy to indicate that everyone should stay on the left. Unless students are moving to a lesson they should not be wandering the site for any reason. Toilets should only be accessed at breaks and lunchtimes. Senior staff will be available at breaks and lunchtimes in high visibility attire and students will be expected to ask them questions if they need to. Students should not go to reception or general office unless they have been directly told to do so by a senior member of staff.

### Staggered breaks and lunchtimes

The structure of the day will be the same as normal for students in Years 11, 12 and 13. For Years 7 to 10 we have taken the time from 11.05 am to 1.05 pm to create staggered breaks and lunchtimes. This means that period 3 will be split in 2 for these year groups, with a break in between the first and second parts of the lesson. This can be seen on the document attached.

Zoning information can be found on the map attached. We have taken the opportunity to reorganize specific areas of the academy during lockdown and some subjects have moved location. We have also taken the decision to rename rooms more logically – more information can be found on the rooming document attached.

### Behaviour policy

There has been an addendum added to the current policy, a summary of which is attached for your information. The full policy can be found on our website under Academy Information/Policies. There will be no lunchtime detentions at the moment so that 'bubbles' do not mix. All detentions will be held after school (please see the policy and addendum for further details).

For confiscated items staff will have access to small plastic bags in which a student will place any item confiscated. Students will not be expected to attend general office for any reason and will not be able to collect their confiscated items. Parents will be contacted and asked to make an appointment to collect the item. This will include mobile phones. To this end, we would recommend that everyone checks the uniform policy on the academy website in advance of September so that we can avoid all confiscated items completely.

#### Consideration of others

We want to support everyone on their return to school next week and we expect everyone to support each other. Everyone will have had very different experiences in the time since schools closed. Some people will be feeling anxious and worried about getting things 'wrong'; some people may struggle to cope with the new arrangements; some people may have been directly affected by the virus by being unwell themselves or family members and some may have suffered bereavements or other life-changing events. We want to ensure that our systems create a sense of certainty in a return to some sort of routine and normality.

Because our primary purpose is to keep everyone safe, we will not tolerate behaviour which causes any student or member of staff to feel unsafe.

#### Preparing for local lockdown or students isolating

There is an expectation from the government that, should there be a local lockdown, or if there are students that have to isolate as instructed by NHS Test and Trace, high quality remote learning would be immediately available. We intend to continue to use Teams for this purpose and will talk to teachers about how this could work effectively on the training days.

#### Questions?

This document should be read alongside the risk assessment. I understand that there is a lot of information to take in. If you have any questions please ask them through responding to this email and we will seek to answer them as quickly as possible.

We are really looking forward to welcoming everyone back next week.

With very best wishes,

Jo Tunnicliffe  
Headteacher