



Dear Students,

We are very much looking forward to welcoming you all back to school in September. This information will help you to prepare and to explain the changes you find upon your return to keep you safe. Please take time to read the information, make a note of any questions you may have so you can ask your teachers on your first day back.

September opening times and dates

The academy opens to **all students 8:30 a.m. on Tuesday, 8th September.**

Prior to this, each year groups will have an induction day on different days so we can fully explain to you the new expectations and routines to keep you safe. Please check the table below for your induction date.

Year group	Induction day	Time of arrival
Year 7 Only (new pupils)	Thursday 3 rd September	8:30am
Year 8 Only (current Y7)	Friday 4 th September	8:30am
Year 9 Only (current Y8)	Friday 4 th September	8.30am
Year 10 Only (current Y9)	Monday 7 th September	8:30am
Year 11 Only (current Y10)	Monday 7 th September	8.30am

All year groups back fully on Tuesday, 8th September.

Please note that the end of the school day for every year group has changed to 2:55 p.m.

Safety Measures in Place

Following government guidance, a number of safety measures have been put in place which all students must adhere to.

Social distancing

You must always remain in your year groups and each year group will be a 'bubble'. Social distancing between students in different year groups will be strictly enforced. Although you will be sitting side by side in lessons, you should avoid face to face contact and there should be no physical contact with friends/peers; this includes travelling to and from school, at breaks, lunchtime and in lessons.

You must at all times remain 2 metres away from staff. There is a designated teacher space in each classroom and you must not enter this space.

Different Entrances and Exits

To help minimise contact with other year groups, each year group has been assigned an entrance / exit point and stair case. This will remain in place until further notice.

Year group	Usual start time	Usual finish time	Entry, exit and movement points
Year 7 (new pupils)	8:30 am	2:55pm	North stairs
Year 8 (current Y7)	8:30 am	2:55pm	South stairs (student reception)
Year 9 (current Y8)	8:30 am	2:55pm	South stairs (student reception)
Year 10 (current Y9)	8:30 am	2.55pm	West stairs
Year 11 (current Y10)	8:30am	2.55pm	West stairs

The central stair case is for staff only.

At the start of the school day and the start of each session, year groups will line up in their designated outdoor space and escorted into the building by staff. These will be supervised by Senior Leaders to ensure year groups do not mix.

Year group	Designated Outdoor Space
Year 7 (new pupils)	Behind the Sports Hall
Year 8 (current Y7)	Front Playground
Year 9 (current Y8)	Front Playground
Year 10 (current Y9)	Tennis Courts
Year 11 (current Y10)	Tennis Courts

Unwell in school and test and trace

You must not attend school if you are feeling unwell or you are displaying any of the symptoms that could be caused by coronavirus. The main symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Anyone who displays symptoms of coronavirus (COVID-19) **must** stay at home and **must** get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Your parents/carers will be asked by school to ensure that they inform school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Face Coverings

Face coverings are any material that a user wears that cover the **nose and mouth**. You should be able to breathe through the covering and it should be comfortable to wear. The use of face coverings does not replace the need for social distancing or thorough hand washing.

Safe wearing of face coverings requires the cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

From the first day back, all students (and staff) are required to wear a face covering whilst moving around the building. This means when on corridors, stair cases, moving from the main building to the sports hall and back and when collecting your lunch. You may take it off when you are in the classroom. **Any student with a medical condition that makes it difficult to wear a mask safely needs to speak to a senior member of staff on their first day back.**

You will need to bring at least two face coverings with you each day, a sealable plastic bag, such as a sandwich bag to store the covering in when it’s not in use and if you have one, a small bottle of hand sanitiser for your personal use which can be topped up at school when needed.

Travelling to school

If you are travelling to school using public transport, you must use a face covering in line with Government guidance. Upon arriving at school these face coverings must be removed and placed in a sealed plastic bag until the end of the school day. You need two face coverings in addition to the ones used in the building – one for the journey to school and one for the journey home – which should be washed before being reused. If you can travel on foot or by bike, we would encourage you to do this. Bicycles may be stored during the day in the cycle store on site.

Hand washing and hygiene

You should wash your hands regularly throughout the day, especially at the start of the day, before and after eating, and before leaving the site. You must wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using the paper towels provided. The paper towels must then be put in the bin provided. There are posters in every toilet to remind you about this and you need to ensure you follow this guidance.

In addition, everyone must ensure good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach. Use a tissue to catch a sneeze or cough; cover your mouth and nose with tissue or your sleeve (**not your hands**) when you sneeze or cough; put any used tissues straight in the lidded bins in the classroom or toilets. You should also remember to avoid touching your face as much as possible throughout the day. Tissues are available in classrooms, but students should also bring their own tissues into school.

Hand sanitisers

Hand sanitisers are not a substitute for thorough hand washing and throughout the day you will be reminded to wash your hands using soap, hot water and paper towels. However, there will be hand sanitiser located at each entry point for you to use and in your classroom. We would also encourage you to bring your own hand sanitiser into school if you have some.

Uniform

You will return in your normal school uniform Government guidance makes it clear that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

To avoid the need to use the changing rooms, when there is a timetabled PE lesson, you must wear your PE kit to school that day. You will be given this information when you return.

One-way systems

To aid the movement around the site there is a one-way system in operation. This must always be adhered to and will be strictly enforced for students. There are arrows in the corridors and signs on display to help you when you are in school. You must not take any short cuts and bypass the one-way systems.

Entering a lesson

You will not be required to queue outside classrooms. In every classroom, including in practical subjects you will be allocated a seat or place to stand. You must keep to the same seat/standing area for the duration of the lesson, unless told to move by a teacher. You are not allowed to move any of the chairs or touch any of the equipment/resources in the room without prior permission from the teacher. At all times you must maintain 2 metres distance from the teacher.

Lunches

Each year group has been assigned a day to have a hot lunch in the dining room. On all other days a grab bag will be available to eat in the year groups designated space. You will be informed of where this is when you return.

Behaviour

A new behaviour policy has been developed to ensure everyone is safe. This will be shared with you on your first day back. Non-compliance that puts others at risk of infection may result in an exclusion.

We hope that the information is helpful and reassures you that it is safe for you to return to school. Please advise your parents/ carers that the full Recovery and Risk assessment is on our academy website should they require any further information.

We look forward to seeing you all again soon.

Yours sincerely



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Executive Principal



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