

To All Parents/Carers

Our Ref: SKN/lha

13<sup>th</sup> July 2020

Dear Parents/Carers

On 2<sup>nd</sup> July 2020 the Government released guidance for schools about opening to all students in September. Contained within the guidance were clear 'systems of controls' that schools are expected to interpret to ensure the safety of students and staff. These 'systems of controls' fall into two main categories, namely Prevention and Response to Infection.

### Prevention

This section outlines six key prevention measures: Schools must...

1. **...minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

For this reason it is essential that if your child, or anyone in your household has symptoms you **must not send your child to the Academy**. Please do contact the Academy to inform us of this and this will be coded as an authorised absence.

2. **...clean hands thoroughly more often than usual.**

We will be insisting that **staff and students wash or sanitise their hands** at regular intervals throughout the day.

3. **...ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

This will be encouraged at all times.

4. **...introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**

We initiated enhance cleaning as standard at the start of the Coronavirus outbreak and this will be maintained. We will also further enhance cleaning of dining facilities, toilets and classrooms.

5. **...minimise contact between individuals and maintain social distancing wherever possible**

This is obviously a real challenge in secondary schools. We will implement a range of strategies to minimise contact between individuals:

- There will be **staggered arrival and exit times** to and from the Academy:
  - Year 7 Arrive 8.00am – 8.15am Leave 2.50pm
  - Year 8 Arrive 8.15am – 8.30am Leave 3.00pm
  - Year 9 Arrive 8.30am – 8.45am Leave 3.05pm
  - Year 10 Arrive 8.15am – 8.30am Leave 2.55pm
  - Year 11 Arrive 8.30am – 8.45am Leave 3.10pm

cont'd...

- Implement **Year Group 'bubbles'** whereby only students from the same academic year will work together; (*this will mean new Year Group tutor groups and no assemblies*)
- There will be a **staggered break and lunchtime** too. Students will have the following breaks:
 

○ Year 7	Break 10.15am – 10.30am	Lunch 12.05pm – 12.30pm
○ Year 8	Break 10.30am – 10.45am	Lunch 12.30pm – 12.55pm
○ Year 9	Break 10.45am – 11.00am	Lunch 12.55pm – 1.20pm
○ Year 10	Break 10.30am – 10.45am	Lunch 12.30pm – 12.55pm
○ Year 11	Break 10.45am – 11.00am	Lunch 12.55pm – 1.20pm

*(Break and Lunch time will occur during an extended period 2 or 4 meaning some students may have part of a lesson, then a break/lunch then return to that same lesson)*

- Our catering provider will be wiping down biometric touch points between use so we will still be able to utilise finger print technology. We would ask that if your child can bring a packed lunch that they do so to reduce risk further. (*There will however be no food available on Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September*)
- Use of one-way systems through buildings and around the Academy wherever possible;
- Asking students and staff to 'keep left, keep moving and keep apart' when moving around the Academy;
- All desks in classrooms will be in rows facing forward;
- There will be a 2 metre 'exclusions zone' around the teacher at all times;
- Changing rooms are not to be used; therefore, on a day when your child has PE lessons they should arrive at the Academy in their PE kit and they will stay in it all day.

By implementing these changes we will be able to follow a full curriculum (some activities in PE may be adapted). We will be relying on the cooperation of students to maintain these safety measures. These measures will be reviewed regularly and further adaptations may be required.

Another key strategy to reduce the risk of infection is not to share equipment. Please help us by ensuring your child arrives at school with:

- 2 x black pens
- 2 x green pens
- 2 x pencils
- Ruler
- Eraser
- Calculator
- Glue stick
- Reading book (we are exploring how we can utilise the library in September)

Our bike sheds are an area of concern. If your child rides their bike or scooter to the academy we would ask that you try and find alternative way of getting to school. We do understand that some students have to ride therefore a risk assessment and strict controlled entry and exits will be put in place.

We are also trying to limit the number of visitors to the academy. If you need to visit the academy for any reason we would ask you to phone in advance and book a convenient time with the appropriate member of staff.

## 6. ...where necessary, wear appropriate personal protective equipment (PPE)

PPE may be worn in specific situations such as dealing with a first aid incident. If your child wishes to wear PPE such as a face mask to travel to the Academy this must be disposed of securely on arrival or removed and placed in a sealed pouch for them to use after leaving the Academy site.

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## **Response to Infection**

### **7. ...engage with the NHS Test and Trace process**

If your child has symptoms they should stay at home and get a test. These can be ordered online. If you need further advice you should call 111 or if you feel it is an emergency then call 999.

### **8. ...manage confirmed cases of coronavirus (COVID-19) amongst the school community**

If your child develops symptoms whilst at the Academy we will ensure they are isolated from others and keep them safe until you can collect them. You should then follow the advice in point 7.

We would ask that if the test is positive you inform the Academy as soon as possible.

### **9. ...contain any outbreak by following local health protection team advice**

In the event of more than one confirmed case in a 14 day period, or if several students or members of staff develop symptoms, we will contact Public Health England and seek advice.

We believe that by following the guidance set out in points 1-9 above we can maintain a full curriculum delivery, ensure continuity of education and keep staff and students safe. The changes we are implementing may feel a little unfamiliar to the students for a while but there is nothing to be alarmed about. If your child is feeling anxious please do contact us for support.

We are so excited about having all our students back in the Academy. We will spend time ensuring their emotional well-being and mental health have not been excessively affected by the COVID-19 lockdown and we have developed a robust recovery curriculum for tutor time and PSHE lessons to ensure this is thoroughly undertaken.

The best support we can offer our young people are strong outcomes underpinned by consistent routines therefore it is essential students attend the Academy every day in full uniform (unless they have PE), that they are 'Ready to Learn' in every lesson, that they have 'High Expectations' in everything they do and that they also consider the community when travelling to and from the Academy.

I hope that you find reassurance in the information provided above; however, if you require any further information or clarification, please do contact us at [hwaclosure@clf.uk](mailto:hwaclosure@clf.uk).

Yours sincerely



**Mr S T Kneller**  
**Academy Principal**

### **Key Information for September**

- Know what time your child needs to arrive at the academy, and what time they will leave (if at all possible do not ride or scoot!)
- If possible provide them with a packed lunch and snacks/drinks for the day
- Ensure they have all the essential equipment
- Make sure they are in full school uniform (or PE kit if they have a practical PE lesson that day)
- Ask your child to follow the **Keep Left, Keep Moving, Keep Apart** guidance and as always follow guidance and instructions from all members of staff
- Keep your child at home and get them tested for COVID-19 if they exhibit symptoms

*\*information subject to change depending on infection rates and government guidance*



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