



Chapelhouse Road
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16 July 2020

Dear Parent/Carer

September opening dates

I hope this finds you well and safe in these strange times. As you will be aware a great deal of detailed information has come out recently in relation to the re-opening of schools/academies to all year groups in September. The plan has been produced in conjunction with the DfE document "Guidance for full opening: schools" published on 2nd July 2020. As I have stated before the welfare and well being of staff and students will always be at the core of any plans we make.

Based on all the information we have at the present time from the government we will be operating a staggered start back in September, to support a structured and safe start to the new academic year.

Please see below the date and time that your child will be expected to arrive at the academy to start the new academic year:

Year Group	Date	Time
Year 7	Wednesday 2 nd September 2020	Individual start times will be sent in an additional letter
Year 8	Monday 7 th September 2020	8.30am
Year 9	Monday 7 th September 2020	8.40am
Year 10	Monday 7 th September 2020	8.30am
Year 11	Wednesday 2 nd September 2020	11.10am
Year 12	Thursday 3 rd September 2020	8.20am
Year 13	Thursday 3 rd September 2020	11.10am

Due to the Covid-19 pandemic, Year 7 students have not had the normal transition time that every other child would have been offered during their start here at Grace Academy. This staggered approach to the new year will allow the Year 7 students time for transition from primary school to secondary in a supportive and orderly way.

The following points have been and will continue to be put in place as per government guidance:

Prevention

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- minimise contact between individuals and maintain social distancing wherever possible

Response to any infection

- active engagement with NHS Test and Trace
- manage confirmed cases of coronavirus amongst the school community
- contain any outbreak by following local health protection team advise

Operational plan for students due to the Coronavirus

I have outlined below the plan for September, in order to adhere to the government guidelines in relation to the ongoing pandemic. This approach allows us to minimise the risk of transmission; as well as offering a broad and balanced curriculum to support our students' progress.

KS3 students (Year 7, 8 and 9)

All students will be **taught in class bubbles** of no more than 30 students, these class bubbles will be based in 1 classroom for the academic day with subject specialist teachers moving to the students. This will minimise between lesson transition. In order to maintain the integrity of an in-year bubble each of the year groups will be given their own zone within the school.

KS4 and KS5 students (Year 10,11, 12 and 13)

All students will be **taught in year group bubbles** and be **placed in zones, in the academy**, to maintain the integrity of these year group bubbles. Students will move within their zones to allow settings with subject specialist teachers moving to the students.

In line with government guidance we have put full and detailed plans in place to reduce the risk of infection throughout the academy and created a risk assessment (this is available on the academy website). Some of the measures we have put in place include: hand gel dispensers around the academy, distancing measures, classroom layout, year group and class bubbles and the reduced use of shared equipment along with a regimented deep clean programme throughout the day. We have created separate dining arrangements and playground areas for all year groups to maintain the 'bubble' whilst in the academy. Personal hygiene in the form of hand washing still remains a key practice as advised by the government and students will be instructed to adhere to these principles throughout the day. As ever, we look for your support in working with us to ensure this is successful.



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After the first day, to further support social distancing when entering and leaving the academy we will be operating a staggered start and finish time as follows:

	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
Staggered Entry time	08:20	08:30	08:40	08:30	08:40	08:20
Entry and exit points	Canteen door near P.E.	Canteen door near P.E.	P.E. door	Canteen door near reception	Canteen door near reception	Reception door
Staggered Exit time	14:55	15:00	15:05	14:50	15:05	14:50

We ask for your co-operation in adhering to these times so we can ensure maximum safety for your child, students will not be permitted in to the academy before their allotted time. We also ask you to speak to your child about congregating before and after the academy day and to discourage this as much as possible, to support this measure we are advising that students do not use bus stops directly outside the academy (the government have asked for students to not use public transport where necessary). Full details of the term dates for the year are available on the academy website

We also ask that parents do not congregate around the academy gates if you are dropping or collecting your child. Parents will not be permitted past the academy gates and will need to phone to make an appointment if they need to speak to somebody within the academy.

Enrichment sessions on a Wednesday (year 7,8,9 and 10)

We are looking to run enrichment sessions as normal in the first half term, however these will not run during the first 2 weeks of term. Therefore, students will leave the academy on a Wednesday from 13.50 for the first 2 weeks. Year 11 will leave at 14.50 on a Wednesday as normal.

Attendance

In line with government guidelines, the Department for Education have advised that attendance will be compulsory for all students in September.

Toilets

Each year group will be allocated a toilet block for them to use, these will be cleaned frequently throughout the day.

Break and Lunch time

Students will spend their break time in their classroom bubbles whilst being supervised by staff, food and drink will not be available to buy during this 20-minute period but students can bring a drink (no fizzy drinks) or snack with them.

Lunch time will be spent in year group bubbles in their own designated canteen and outdoor areas. The full normal menu of food and drink will be available to buy at lunch.

Student Equipment

In order to reduce the risk of transmission, we are asking students to not bring in their own equipment at this time. Each student will be given a pencil case with essential equipment inside, this will be left on their desk at the end of each day.

P.E. Kit

P.E. lessons will be happening in a practical way and students will therefore need to bring correct kit. In line with government guidance, the P.E. lessons will be outside in the first instance.

Face coverings

As per current government guidance, face coverings worn by students and staff, to and from school will need to be disposed of in a covered bin if they are single use, whilst reusable face coverings will be placed in a plastic bag on entry to the school. Following the removal of face coverings, students will have to wash their hands.

Behaviour of students

We pride ourselves on the behaviour of our students at Grace Academy and our normal expectations will apply. If any of our students fall below those expectations you will be asked to collect your child from the academy, this is to support the health and safety of all staff and students within the building.

We fully understand these are strange and challenging times, but I hope that you can find time over the summer to meet with friends and family. Can I thank you for your continued support and understanding and wish you a restful and peaceful summer, we look forward to welcoming you back in September and can assure you that your child's welfare and well being will always be our main concern in their continued progress with us at the Academy.

Yours sincerely



Mr D Gelder

Principal- For and on behalf of Tove Learning Trust