



## **GARSTANG COMMUNITY ACADEMY**

Bowgreave • Garstang • Lancashire • PR3 1YE • Tel: 01995 603226 • Email:  
info@garstangcommunityacademy.com

16/06/2020

Dear Year 10 parent / carer

The Director of Public Health, has reviewed his guidance from last week, and I can confirm that we will be open for Year 10 students from the week beginning 22/6/20.

Students' core subject, their day, their bubble colour and their station number will be communicated separately, but if your child knows and remembers these, and adheres to the list of 'must's below, they should have most of the information they require for a safe, secure and educationally useful return. However, I would encourage both you and they to watch both my introductory video, and their individual bubble video on the website.

Children must:

- Be prepared for well ventilated rooms and outdoor breaks – children should wear appropriate school uniform layers which can include the GCA polo shirts.
- Be equipped with a pen, pencil, ruler and rubber.
- Only arrive on site from 8.45am – not before.
- If arriving by bus, follow social distancing guidelines on the bus – Mr Felvus will communicate directly regarding bus protocols.
- If arriving by bicycle, place your bike directly into the bike shed, maintain social distancing and leave straight away.
- On arrival, make their way to their colour coded area – they must then report to the member of staff in that area and wait to be told to go and wash their hands in their allocated toilet.
- At 9.00am make their way to their teaching area, maintaining their 2m distance.
- Enter their classroom in the order given to them by their teacher, using the hand sanitiser on entry to the room.
- Rigorously abide by social distancing and hand sanitising/washing rules at all times.
- Make their way to their allocated specific classroom station – these are pre-allocated and not to be adjusted.
- Place any bags etc directly under their work area.
- Stay in their seats at all times and not leave their space for any reason without permission.



## **GARSTANG COMMUNITY ACADEMY**

Bowgreave • Garstang • Lancashire • PR3 1YE • Tel: 01995 603226 • Email:  
info@garstangcommunityacademy.com

../2

- Ensure that they will not need the toilet during the lesson - access will not be available to the toilet other than in emergency during lesson time.
- Only use the toilet specifically allocated to classes – one student to access toilets at any one time – toilets in use are not gender specific.
- Access their allocated toilet only at breaks/lunchtime under the direction of the member of staff with them – entering and exiting the building through the specified doors – only one at a time, and hand sanitising on exit and re-entry.
- Bring their own packed lunch with them or they will be given the opportunity to pre-order cold food in the morning which will be delivered to classrooms.
- Use their allocated Controlled Break Area at lunchtime and NOT remain in the building – social distancing must be observed at all times – if the toilet is required, children will be permitted to re-enter the building and use their allocated toilet one at a time under direction of the member of staff with them. This is not negotiable. In extreme conditions, a whole school decision will be taken that all children will remain in classrooms.
- In an emergency evacuation situation, stay calm and maintain the two metre distance as far as it is safe to do so, assembling on the tennis courts in 'bubble' groups which are themselves 2m apart

### The School Day

Children arrive from 8.45 and make their way directly to their bubble area

09.00 -10.10	Core Subject Support
10.10 - 10.30	Break – wash hands and toilet
10.30 - 11.40	Core Subject Support
11.40 - 12.20	Lunch & wash hands and toilet
12.20 - 13.15	Virtual Learning Support
13.15 - 13.25	Break – wash hands and toilet
13.25 - 14.25	Virtual Learning Support
14.25 - 14.35	Staggered departure – children make their way immediately off site/ on to buses.



## **GARSTANG COMMUNITY ACADEMY**

Bowgreave • Garstang • Lancashire • PR3 1YE • Tel: 01995 603226 • Email:  
info@garstangcommunityacademy.com

../3

We will endeavour to continue to provide the same high quality of virtual learning support for our children on the days they are not in school and for those unable to attend school at all (due to shielding an extremely vulnerable relative for example). It is critically important that they continue to follow this virtual learning support in their home environment.

Thank you, as always, for your continued support

Warm wishes

Mr Ashcroft  
Headteacher

Enclosed :  
Individual 'bubble' information  
Behaviour Policy Addendum