25th February 2021

Dear Parent and Carers

As you will be aware, schools are now being directed to open fully for all students from Monday March 8th. In addition to this, we are being asked to conduct COVID-19 tests with all students three times over the first two weeks and this means we will operate a staggered return to school. We will be prioritising Year 10 coming back to school first with each other year group following a day at a time. Each form group will have a different start time and we will follow the daily schedule below. To ensure we run to schedule it is vital that students arrive for their slot on time each day.

**Monday 8th March** - **Year 10 Form Group Start Times.**

**Please enter through the front doors, go through to the Dining Hall and await instructions.**

10A – 8.15 arrival. Register for test, take test, and wait for your test result before going to Period 1 lesson

10B – 8.45 arrival. Register for test, take test, and wait for your test result before going to Period 1 lesson

10C – 9.15 arrival. Register for test, take test ,and wait for your test result before going to Period 2 lesson

10D – 9.45 arrival. Register for test, take test, and wait for your test result before going to Period 2 lesson

10E – 10.15 arrival. Register for test, take test ,and wait for your test result before going to Period 2 lesson for break

**Tuesday 9th March**

Year 10 normal arrival time and normal tutor time and lessons.

**Year 9 enter through rear doors when called and follow Year 10 schedule above.**

**Wednesday 10th March**

Year 10 and 9 normal arrival time and normal tutor time and lessons.

**Year 8 enter through rear doors when called and follow Year 10 schedule above.**

**Thursday 11th March**

Year 10, 9 and 8 normal arrival time and normal tutor time and lessons.

**Year 7 enter through rear doors when called and follow Year 10 schedule above**.

**Friday 12th March**

**Normal start times and lessons for all students.**

**The following week (week beginning Monday 15th March) ALL students should attend school at the normal time and go to their bubbles outside. They should then go to their tutor rooms as normal and we will call students from their groups to take their next test when it is required.**

We will finish all on-site testing on Friday 19th March, after which your child will be given COVID-19 tests to do at home. This will follow only after all three tests have done in school. It should be noted that if tests are taken home and are opened, that signals you and your child’s consent to complete the test. You are then legally committed to report the results via the NHS Test and Trace reporting system. Further guidance on home testing will follow.

**Some further important notes on re-opening:**

* In a *change to previous guidance*, we are now being advised by the government that students should wear face-coverings all day, except outside. This includes in lessons. Please provide your child with a face-covering and we ask you to ensure it is washed or replaced regularly.
* We will operate year group bubbles as we did in September, with students in clearly zoned areas and teachers moving to them.
* The timetable will be back to normal and it will be **Week 1.**
* For those students not in school from Monday 8th March, their education will continue remotely and work will continue to be set on Microsoft Teams.
* PE protocols remain the same and students should come into school in full LECA PE kit on days they have PE.
* Aside from PE days, students should be in full school uniform. May I remind parents that pencil skirts, leggings, fitted trousers and hoodies are not part of the LECA uniform and should not be worn. Please refer to the Parent Handbook if you are unclear about any of our uniform and presentation expectations.
* Lunches will be staggered to allow all students some time to eat inside. The canteen will open as normal at lunchtime.
* Breaks will be taken outside but the canteen will not be open. Please provide a drink and snack for break time.
* Normal attendance expectations will begin from March 8th and all students should attend.

Please be assured that LECA is a safe space for your child and we are following strict protocols and procedures to ensure your child and our staff are safe. Can I ask that parents reiterate to children that while we may be close to the end of employing such strict protective measures, it is not over yet and they should still practice **‘hands, face, space’** both in and out of school, including on the way to and from school.

Finally, we are excited to be welcoming students back to their school and will be working harder than ever to ensure they settle quickly back into their learning. As always we will support every single student on their return and do everything we can to establish the good routines they need to be truly INSPIRED.

Yours sincerely



Scott Gaskins

Principal