

26<sup>th</sup> February 2021

Dear Parent/Carer

As you will be aware, the Prime Minister has announced that children will return to school from Monday 8<sup>th</sup> March. This letter will explain our plans for this first week and also remind you of some important information shared previously.

Testing and Return Dates

On their first day back, all students will be offered a rapid-result test to check for cases of coronavirus. Over the next fortnight they will be offered two more tests in line with government guidelines. You do not have to allow your child to take part in the tests, but it is strongly recommended by the government and will help to keep us all safer as we return to the Academy. We will share further information about testing and specific timings for your child early next week. In the meantime, if you would like to give consent for your child to be tested and provided with home test kits following their on-site tests, please complete this [form](#) by no later than **10am on Thursday 4<sup>th</sup> March** so that we are able to commence testing from Friday 5<sup>th</sup> March. If you do not wish for your child to take part in testing, then please do not complete the form.

We will be operating a short phased return during the week beginning 8<sup>th</sup> March to ensure we can test all students before they mix with others around the Academy. Those students who remain at home for Monday 8<sup>th</sup> and/or Tuesday 9<sup>th</sup> March will be set work on Show My Homework to complete. Once students have received their first negative test result, they will return to face-to-face teaching. Students who are not taking part in testing will join the rest of their year group at the daily briefing at the time below. The table below explains the timings:

Year Group	Test date and time – Please refer to the separate testing letter for the specific time your child should arrive	Briefing then normal lessons
Year 7	Tuesday 9 <sup>th</sup> March 8.00 – 10.00am	Tuesday 9 <sup>th</sup> March 10.00am briefing in Main Hall
Year 8	Wednesday 10 <sup>th</sup> March 8.00 - 10.00am	Wednesday 10 <sup>th</sup> March 10.00am briefing in Restaurant
Year 9	Wednesday 10 <sup>th</sup> March 10.00 – 12.00pm	Wednesday 10 <sup>th</sup> March 12.00pm briefing in Main Hall
Year 10	Tuesday 9 <sup>th</sup> March 10.00 – 12.00pm	Tuesday 9 <sup>th</sup> March 12.00pm briefing in Main Hall
Year 11	Monday 8 <sup>th</sup> March 10.00 – 12.00pm	Monday 8 <sup>th</sup> March 12.00pm briefing in Restaurant
Sixth Form	Friday 5 <sup>th</sup> March 9.30 – 11.30am	Monday 8 <sup>th</sup> March 9.45am briefing in Main Hall

Attendance

From Monday 8<sup>th</sup> March, but in line with the phased return, attendance is mandatory for all students and the usual rules for attendance apply, e.g. sanctions could be issued in the case of non-attendance.

If your child is following public health advice, such as shielding or self-isolating, you will not be penalised for any non-attendance. Students who are unable to attend for these reasons will continue to receive remote education. Please refer to the remote learning section of our website for further information: <https://www.samworthchurchacademy.co.uk/student-information/remote-learning-guide>.

If your child is required to attend the school site but you are anxious or concerned, please get in touch with our attendance team or your child’s Learning Manager and we can discuss your worries in more detail and provide any reassurance you need.

### Key Worker and Vulnerable Provision

We will continue to offer provision to children of key workers and vulnerable students on Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> March even if the rest of their group has not yet returned to school. If you need your child to attend this provision, please contact us as soon as possible in the usual way by emailing [sid@tscacademy.org.uk](mailto:sid@tscacademy.org.uk). It is essential that we have this information so that we can put suitable arrangements in place and so that we can follow our safeguarding arrangements should your child not arrive at the Academy when expected.

### IT Equipment

If your child was provided with a laptop on loan to help them access remote learning, please make sure they know to bring it with them on their first day back, including any chargers and accessories. We will make arrangements for them to be checked and handed in at the start of the day. It is important that all equipment is returned so that essential maintenance can take place and so that we can prepare them for use again, as and when they may be needed. If your child experiences a future period of self-isolation and does not have access to a computer, do not hesitate to contact us and we will try our best to organise some support.

### Face Coverings and Protective Measures

Secondary staff and students are now being advised to wear face coverings in classrooms as well as in corridors and other social areas. Please make sure that your child has a sufficient supply of face coverings and that they have one with them at all times. Children who are exempt from wearing a face covering will not be required to wear one, so if this applies to your child please let us know if you haven't already by contacting [health@tscacademy.org.uk](mailto:health@tscacademy.org.uk).

We want to reassure you that we continue to implement a number of protective measures to keep your child safe. We have updated our risk assessment to reflect any changes in circumstances pertaining to the full return of students and will communicate any future changes to you as and when we make them.

### Free School Meals

If your child is entitled to a free school meal and is not in school on the 8<sup>th</sup> or 9<sup>th</sup> March, a packed lunch will be available for you to collect for one or both days from the Academy between 10.00 and 12.00 on Monday 8<sup>th</sup> March. We would encourage you to ask a friend, relative or neighbour to collect this on your behalf if you or your child are unable to collect this yourself for any reason. Please do get in touch with us if you are struggling.

### Uniform

When students return to site it is important that they follow the Academy dress code. The Academy uniform supplier remains open for click and collect orders and have confirmed they will be available before we return, further details can be found [here](#). May we remind parents that all students should attend the Academy without piercings and wearing plain black school shoes only. Any recent piercings must be removed before returning to school. No coloured nails, acrylic nails or false nails are permitted. Please see pages 10-12 in the [parent handbook](#) for further information.

**Most of the information below is not new but may serve as a useful reminder.**

### The School Day

The school day will continue to be staggered depending on which year group each student is in. Below is a reminder of the timings. Don't forget, if you have children in different year groups with different start times, please keep them away from the school site as far as possible until their start time. If any of this causes a problem with your own family arrangements, please do get in touch via [enquiries@tscacademy.org.uk](mailto:enquiries@tscacademy.org.uk) and we will direct your enquiry and help if we can.

	Years 7 & 8	Years 9 & 10	Year 11 & Sixth Form
	7.45am Arrival and student briefing	8.45am Arrival and student briefing	9.45am Arrival and student briefing
8am-9am	Lesson 1	Lesson 2	Lesson 3
9am-10am	Lesson 2	Lesson 3	Lesson 4
10am-11am	Lesson 3	Lesson 4	Lesson 5
11am-11.30am	LUNCH	LUNCH	Lesson 1
11.30am-12pm	Lesson 4	Lesson 1	Lesson 2
12pm-12.30pm	Lesson 5	Lesson 2	Lesson 3
12.30pm-1.30pm		Lesson 3	Lesson 4
1.30pm-2.30pm		Lesson 4	Lesson 5
2.30pm-3.30pm		Lesson 5	Lesson 6



### Social Distancing

We will continue to use year group bubbles to keep students safe whilst delivering the normal timetables as much as possible. This means students will need to avoid mixing with students in other year groups at all times. They will not need to keep 2 metres away from students in the same year group but should still try to keep their distance, use 'Catch it, Bin it, Kill it' and wash or sanitise their hands regularly. Students do however, need to keep their distance from staff at 2 metres as much as possible. Students will be reminded of this information in detail on arrival at school at their daily briefing before they go to their lessons.

### Lunch time

As previously communicated, there is no break or tutor time in the school day for the time being. The main reason for this is so that we can keep year groups separate more easily. However, teachers will make sure that students have the opportunity to have a drink or go to the toilet during the morning. Lunches will be served and eaten in the same area each year group meets in the morning and menu choices will be identical in both venues. Students will then be able to go outside to a designated area for the rest of the lunch time session. Please make sure that your child brings their lunch card with them and to top up their account up using our online payment system as we continue to operate a cashless system: <https://www.wisepay.co.uk/store/generic/template.asp?mID=13111&ACT=nav>

### Lessons and equipment

For years 7-9 many of the lessons will be with one group in the same room or area each day. For lessons when specialist rooms are needed students will be moving around the building as normal using the one-way system. Older students will move around the building more often but will usually stay in the same areas and amongst the same year groups. Where classrooms are shared by different year groups during the school day, thorough cleaning will take place in between. Students will need to avoid sharing equipment so please make sure they bring their own pen and any other basic equipment that they might need. Students will not need their PE kit for the first day back and should always only bring what they need into the academy building. We will not be allocating lockers to students and the cloakroom facility will not be available due to the current restrictions.

### What to bring

Please make sure that your child brings with them only the items they need for that day. We will not be able to admit entry to the Academy to allow parents/carers to drop off any items during the school day so it is important that your child checks that they have what they need for the day.

DO bring a face covering.

DO bring your own supply of tissues and hand sanitiser if you can (this can be refilled free of charge at the Academy).

DO bring basic equipment and a pen for your lessons.

DO bring your own snacks and drinks. You can bring a packed lunch too if you do not want to eat the restaurant food.

DO wear full uniform (or follow the full dress code for Sixth Formers) and ensure it is washed weekly.

DO NOT bring large folders or files into school, they can stay at home for work to be placed into at the end of the school day.

DO NOT expect to be able to refill water bottles as our fountains will be switched off for hygiene reasons. Disposable cups will be available instead.

DO NOT bring in any unnecessary items from home. One small bag with the items mentioned above is enough.

### Travel to and from school

We have asked students to avoid car sharing, to avoid public transport if possible and also to avoid mixing with students from other year groups as they travel. Students should ideally walk or cycle to school but may be dropped off by car individually if they live too far away. Unless prior permissions have been granted to drop off/pick up your child, may we remind you not to enter the car park. This is in the best interests of your child for health and safety reasons. Guidance on travel from the government can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> and from the local authority here:

<https://www.youtube.com/watch?v=LOSaTGCPysA&feature=youtu.be>.

### Coronavirus symptoms

It is vital that students showing any symptoms of coronavirus do not attend school at all. If they develop symptoms whilst at school, they need to let their teacher know straight away and then make their way to the medical room to see a member of the Health Team. It is very likely that they will be sent home straight away at that point, but we would always contact home first to make the most suitable arrangement for this. The symptoms are a high temperature, a new, continuous cough and a loss of, or change to, your sense of smell or taste. In addition, no one should not leave their home if they display any of these symptoms and are advised to use this website <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or call 111 for guidance. We would also like to ensure all members of the academy community follow guidance from the NHS Test and Trace service where appropriate. The advice can be found here <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>.

### Visitors to the Academy

As you would expect we will continue to limit visitors to the academy. Supply teachers and music lesson teachers will still be allowed to attend but they will be fully briefed on our rules and systems and will be instructed to socially distance 2 metres from all students and other staff. If you need to speak to a member of staff, please contact reception who can help you arrange a meeting and an appropriate room if required. We would appreciate it if parents/carers do not visit without an appointment at this point in time.

We appreciate this is a lot of information to take in and that some students may be worried about returning to school. With this in mind, 'Return from Lockdown Support' has been put together via the following link <https://tscacademy.sharepoint.com/subjects/studentwellbeing/SitePages/Home.aspx> which provides extra avenues including podcasts and a variety of things to listen to, to calm nerves and help allay any fears. Please do reassure your child and ask them not to worry as we will explain everything to them clearly each day and we know there will be a few mistakes as we all get used to things. Of course, any deliberate failure to follow the new rules will need to be dealt with quickly and strictly. You will be able to find some adaptations to our behaviour policy for this period here <https://www.samworthchurchacademy.co.uk/our-school/policies>. However, we know that our fantastic students can be relied on to cooperate fully and be sensible regarding these rules.

If you have any questions about any of this, please email [enquiries@tscacademy.org.uk](mailto:enquiries@tscacademy.org.uk) or contact the Academy in the usual way.

We can't wait to welcome our students back!

Yours faithfully



Lisa McVeigh  
Principal