

20<sup>th</sup> July 2020

Dear Parent/Carer

We are very much looking forward to welcoming your children back to the Academy in September after such a long time. I know that you will have lots of questions and this letter will hopefully answer most of them for the time being. I will write to you all again in August to help remind you of the key detail in this letter and let you know of any changes that take place during the break. I have written separately to students via their school email accounts so if you could encourage them to read through the letter that would be great.

The main thing to say at this point is that we have been working hard to adapt our school day and how we use our building to ensure all guidelines are followed or exceeded. I understand that some of the changes may make things difficult for particular family arrangements and if this is the case and you are really struggling then please do get in touch and we will help if we can.

#### Your child's first day back

To ensure all students have time and support to get used to our new routines, there will be slightly different start dates for different year groups:

Year 7 & 8	Wednesday 2 <sup>nd</sup> September	7:45am
Year 9 & 10	Thursday 3 <sup>rd</sup> September	8.45am
Year 11 & Sixth Form	Friday 4 <sup>th</sup> September	9.45am

#### The School Day

The school day will vary depending on which year group each student is in. Due to the design of our building, we need to have staggered starts and ends to the day so that only two year groups arrive or leave the academy at any one time and so that each year group can be kept apart. Both the back and front gates will be open and students in any year group can use either one. If you have children in different year groups with different start times, please can you keep them away from the school site as far as possible until their start time. Again, if this poses a huge problem for you do get in touch and we will 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		
9am-10am	Lesson 2	Lesson 2	Lesson 3
10am-11am	Lesson 3	Lesson 3	
11.00am-11.30am	LUNCH	Lesson 4	Lesson 4
11.30am-12pm	Lesson 4	LUNCH	
12pm-12.30pm		Lesson 4	LUNCH
12.30pm-1.30pm	Lesson 5	Lesson 5	Lesson 5
1.30pm-2.30pm		Lesson 1	Lesson 1
2.30pm-3.30pm			Lesson 2

#### Social Distancing

We will be using year group bubbles to keep students safe whilst delivering 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 keeping their distance as much as possible, 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. All this will be explained to all students in detail on arrival at school at a daily briefing before they go to their lessons.

### Lunch time

You will notice that 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 get a drink or go to the toilet during the morning. Lunch 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.

### 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 your child brings 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 is needed into the academy building.

### What to bring

The list below has been shared with students in their own separate letter:

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 but may be dropped off by car individually if they live too far away. Guidance on travel from the government can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> .

### 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.

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In addition, no one should leave their home if they display any of these 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 be limiting visitors to the academy at least in the first instance. 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 at 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 to arrange a meeting and an appropriate room for it to take place in. We would appreciate it if parents/carers did not arrive without an appointment.

I have asked students to not worry about all of these changes 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. However, I 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. Someone will be available all throughout the summer to answer any questions you may have.

Finally, I must state that we cannot wait to welcome all our students back to the Academy in September! Once gain the staff have put together a little video with lots of messages from us all: <https://www.samworthchurchacademy.co.uk/news/2020-07-20-thinking-of-you-all>

Can I take this opportunity to also thank you once again for all your support and kind words about the work we have done during this most unusual time for education. I hope you all have an enjoyable and healthy summer.

Yours faithfully



Lisa McVeigh  
Principal