

15th June 2020

Dear Student

We are very much looking forward to welcoming you back to the academy after such a long time and providing some face time with your teachers. You will be attending one day per week only and your parents/carers have been sent a text to tell you which group you are in and which day you will be in school. As you will expect there are a lot of things we need to put in place and I am afraid that school will feel very different to how it normally does. Please read the following instructions carefully.

The School Day

Your school day will vary depending on which group you are in. Your parents have been texted which group you are and which day per week you are expected in school. Please see the correct table below for your group. Groups 1 and 2 need to be at school at 8am, Groups 3 and 4 will need to be at school at 8.25am.

School Day				
	Groups 1 & 2		Groups 3 & 4	
Briefing	8.00	8.00	8.25	8.25
Move to class	8.20	8.20	8.40	8.40
AM Session	8.25	8.25	8.45	8.45
Break	10.25	10.25	10.45	10.45
Middle session	10.45	10.45	11.05	11.05
Lunch	11.45	11.45	12.15	12.15
PM Session	12.15	12.15	12.45	12.45
Home	2.15	2.15	2.35	2.35

Arriving and leaving the Academy

On arrival at the academy, you will be asked to queue outside at two-metre distances along the front of the building (in front of the maths rooms). As you enter the building directed by staff you will go straight to the restaurant where you will need to be seated two metres apart from any other students or staff and remain in your seat until asked to leave. You will then receive an important briefing for the day and then make your way to your allocated classroom with your teacher, maintaining a two-metre distance and using the route given to you. Please avoid touching the handrails unless absolutely necessary. When dismissed from lessons we ask you to use the same staircase to come back downstairs. Your teachers will accompany you and take you to break or lunch or escort you off site as needed.

Lessons and equipment

For your maths and English lessons, you will stay with your group in the same room all day. For PE you will be escorted to use specific changing rooms at particular times and will use a designated outdoor space for your lesson. During lessons you will need to stay two metres apart from others as much as possible. You will not be doing any group work, moving around in the classroom, or sharing equipment so please make sure you bring your own pen and any other basic equipment that you might need. Please only bring what you need into the academy building. If you need to use the toilet during lesson you will need to use the Hardwick toilets and can only go one at a time.

Handwashing

For hygiene during the day we would ask that you use the Hardwick toilets only, to wash your hands before leaving home, before and after every lesson, after using the toilet, before eating any food or snack, and before leaving the academy. Government advice on handwashing can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>.

What to bring

DO bring your own supply of tissues and hand sanitiser if you can.

DO bring basic equipment and a pen for your lessons.

DO bring your PE kit.

DO bring your own snacks and drinks.

DO bring your lunch card (please top this up in advance using Wisepay) or you can bring a packed lunch if you do not want to eat the restaurant food.

DO wear full uniform 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

Please do not car share and avoid public transport if you can. Preferably you should walk or cycle, but you may be dropped off by car individually if you 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

If you show any symptoms of coronavirus during your time in school you need to let your teacher know straight away and then make your way to the main reception area to see a member of the Health Team. It is very likely that you will be sent home straight away at that point. 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, you should not leave the house if you 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.

Advice for people showing symptoms and those in vulnerable groups

Finally, we would like you to follow all government advice in regard to isolating should you or anyone in your family display symptoms. This advice can be found here <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>.

You also may be concerned about those who are at higher risk if they do catch coronavirus and advice on this can be found here <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version> and here <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>.

If you do not feel able to come into school during this period or if you are advised not to please just let us know. Work will continue to be provided by your teachers if you are not able to attend.

I know that we can rely on your full cooperation and that you will be sensible regarding these rules. Of course, if anyone is not, their parents will be informed and they will be asked to leave the site immediately. A separate letter about changes to the behaviour policy has been issued to yourself and your parents.

If you have any questions about any of this, please email enquiries@tscacademy.org.uk or contact the Academy in the usual way. I look forward to seeing many of you in the coming weeks.

Take care,
Ms McVeigh.