



ASTLEY COMMUNITY HIGH SCHOOL

One of the Seaton Valley Federation of Schools

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Executive Headteacher: John Barnes

Head of School: Graham Scott

Our Ref : GS/Return to School 18.08.2020

18th August 2020

Dear Parents/Carers,

I am writing to give you the final details of our plan for the full reopening of Astley Community High School from **Wednesday 2nd September**.

We are very much looking forward to welcoming back all of our students in September, however, school will still have to be very different to 'normal'. Once again, safety has had to be at the heart of all of our planning at this time and we have brought in numerous extra hygiene measures, including sanitisers in key areas of the school, hand washing routines, detailed cleaning regimes, signage etc. In addition, the start and end of our school day will be staggered to allow social distancing as students enter and leave the school, we will not be using the school changing rooms for PE, different toilet areas will be designated to different year groups and break/lunchtimes will be separate too.

The government has relaxed its views on social distancing but we will be continuing to implement it whenever possible. We will not be wearing face masks in school, but we will continue to monitor the advice from the government on these issues and react to changes as they occur. If you feel that your child needs to wear a face mask in school, then could I please ask that parents/carers contact us first to discuss arrangements.

Wednesday 2nd September

On Wednesday 2nd September, our new **Year 9** students will attend school for a form tutor induction session lasting from 9.00-10.30am. Year 9 should arrive at school at 8.50am in full school uniform and make their way to the tennis courts around the back of school, where they will be met by their form tutor.

Year 10 will have a form tutor induction session from 11.00am - 12.30pm and should arrive at school at 10.50am, heading straight to the tennis courts, where they will be met by their form tutor.

School will finish at the end of the respective session for each year group, so arrangements need to be made for your son/daughter to get home.

Year 11 students will be invited to an individual interview appointment with their form teacher or a pastoral member of staff and one parent/carer. The appointment will be strictly a maximum of ten minutes, but should give parents/carers and students the opportunity to pass on any key information or ask questions following the prolonged period away from normal school. The appointments will be online (astleycommunity.schoolcloud.co.uk) from Wednesday 19th August at noon and will close at 9am on Tuesday 1st September.

Year 12 students will be invited to an individual interview appointment with their form teacher and one parent/carer. The appointment will be strictly a maximum of ten minutes, but should give parents/carers and students the opportunity to pass on any key information or ask questions following the prolonged period away from normal school. The appointments will be online (astleycommunity.schoolcloud.co.uk) from Wednesday 26th August at noon (as this will give us time to complete the enrolment process in Year 12, and allocate students to tutor groups) and will close at 9am on Tuesday 1st September.

Selected **Year 13** students will be contacted towards the end of the week beginning 17th August to arrange a 1:1 meeting with either Mr Ironside, Mrs Gilhooley or Mr Day. These meetings will be a maximum of 20 minutes but should give parents/carers and students the opportunity to pass on any key information or ask questions following the prolonged period away from school.

Thursday 3rd September

On Thursday 3rd September, all students will be expected to attend for the full day, however, there will be different start times:

Year 9	9.15am - meet in the main hall for a short assembly.
Year 10	9.30am - straight to form rooms.
Year 11	8.50am - straight to form rooms.
Year 12/13	10.00am - straight to form rooms.

All students will begin lessons at 11.20am.

Friday 4th September - Normal school day with start times as follows:

Year 9	8.40am
Year 10	8.50am
Year 11	8.45am
Year 12/13	8.55am

Students should go straight to their form room at the start of the day.

Transport

If your child requires a school bus to get to school, NCC School Transport should be in contact with you about their arrangements for times and pick-ups. The school has no control over how transport is provided, but we have asked for year group or key stage 'bubbles'. Just a reminder, that students will have to wear face masks on public transport, but these will have to be put in the bin on entry to school if they are paper and stored in a plastic wallet if they are material.

We believe that the school's transport system will largely be "business as usual", although updates and Frequently Asked Questions are available on the NCC School Transport Website. More information to follow in due course.

Year Group Bubbles

In school, students will be in year group 'bubbles' within a set zone of classrooms. The teachers will move to where the students are to teach their lessons. Students will need to move classes some of the time, but this room will be within the year group bubble. Classes will be set up in tables of two, facing the front, with tables more spaced out than they usually would be. Good personal hygiene habits are essential and the classrooms will be provided with tissues and anti-bacterial wipes to encourage this.

At this stage, most practical subjects such as Music, Art, Science and Technology may not always take place in their usual rooms, as we try to restrict movement around school. PE will be taught as usual, but staff will collect students from their bubble. If the weather is inclement, then as a last resort, the lesson may have to be classroom based.

As things progress, classes might move around to other classrooms, if this is viable and beneficial to their learning.

Breaks and Lunchtimes

Each year group will be assigned a specific outdoor area for breaks and lunchtimes. They will not mix with pupils from other bubbles and will be monitored by duty staff, to make sure students remain as socially distant as possible.

Students in **Years 9 and 10** will eat their lunch in their classroom at lunchtime, so as to avoid too many people in the dinner hall at any one time. They can bring in their own packed lunch or purchase/collect lunch from the hall as normal. There will initially be a limited menu for school lunch to allow the kitchen staff to prepare the meals effectively. The rest of lunchtime will be spent outside in their designated area or in their classrooms if the weather is bad.

Year 11 will have lunch in the dining hall.

Years 12 & 13 will use Cafe 6 or sign out as normal.

All students will be provided with their own personal contactless card to use in place of their thumbprint.

The Curriculum and Timetable

We intend our curriculum and timetable to run as normal from September. All lessons will be taught by subject specialist teachers, as they would normally be, but there will be some changes to the way in which the students work e.g. less group tasks or collaborative work and less movement in the classroom.

We will also be trying to ascertain where students are at in terms of their learning. We know that they have faced differing situations and challenges through the lockdown period and as a result have made different rates of progress. Each Subject Lead has made plans for assessing students once we return to school, to identify gaps in skills/ knowledge. Interventions will be put in place for those who need it.

Attendance

Attendance at school is no longer optional from September and the government has made it very clear that all students are expected to attend school apart from those who are extremely clinically vulnerable and have been given a further shielding letter from a doctor. A reminder to anyone returning from a holiday abroad, that depending on where you have been you may have to self-isolate for 14 days.

Uniform

From September, we will expect all aspects of our uniform policy to be followed again. This includes wearing the appropriate footwear and complying with other rules around jewellery, hair and makeup. We would really appreciate your assistance in helping us to re-establish the standards that we expect in terms of uniform. We will not be allowing students to use the PE changing rooms in September and on days where pupils have a PE lesson, we are asking them to attend in their school PE kit with a tracksuit or similar over the top.

Equipment/Phones

We are asking that, in the first few weeks of the new term, no unnecessary equipment is brought into school, however, students are to bring in their usual bags and school equipment. We discourage children from bringing phones into school, however, if they are brought in then **phones must not be used at any point during the school day.** This includes during lessons, on the corridors and at breaks and lunchtimes.

We will be operating a “phone out, phone gone policy”, where phones will be confiscated by staff if they are seen in school.

Please note this change to our usual school policy which is designed to promote the positive health and wellbeing of all staff and students.

Behaviour

We don't expect to have any issues around student behaviour, however, it is more important than ever, for the safety of all, that students adhere to the school rules. As part of this letter, we are sending out a home-school agreement to complete, to share with you our expectations around behaviour at this time and to ask for your support. There will be even more emphasis placed on the students taking responsibility for their own actions and helping the staff out. Our normal systems will be disrupted, as in particular, staff will be moving a lot more around school rather than being in their usual teaching base. Any student who does not conform to our expectations will be placed in the inclusion room for **the rest of that week at least** to ensure the security of their year group bubble or sent home after parents/carers have been contacted.

Extra Curricular Clubs/Activities/Detentions

We will not be holding any extra-curricular clubs initially in the new term, but as the weeks unfold, this may be something we can offer. We will send out more information regarding this if and when it is relevant. Year 9 enrichment activities will not take place for the first term, so all students will leave school on Wednesday week 1 by 2.05pm.

The **Leadership Detention** will operate as normal on Friday after school until 4pm.

Other faculty/pastoral detentions will take place after school, but will be based in the individual year group bubble.

Concerns about returning to school

We recognise that we have many young people who have not been in a formal classroom setting since March, and by the time September arrives, this will be half a year out of formal education. We also have Year 9 students who are new to our school and haven't had their normal transition experience. They will be anxious in the first week or two until they settle in. With this in mind, we will be spending time in our initial weeks focusing on mental health and wellbeing by doing a variety of activities.

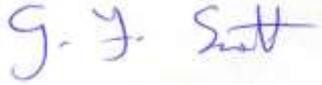
We would also like to signpost **Kooth** to you. This is a free service which has online counselling, chat forums, topical information etc for young people who may be experiencing any emotional worries or difficulties. In addition, it would be helpful for us to know about any students who have experienced the loss of a family member during this crisis period, particularly as a result of COVID19.

My hope for September is to get Astley Community High School back to normal as quickly as we can, without compromising safety. We will be fully committed to helping all students catch up and reach their potential in the coming year.

Obviously, these arrangements are subject to change due to decisions made at a local and national level, but we will inform students/parents/carers of any alterations in advance.

Finally, I wish you all a pleasant and relaxing end to the holidays.

Kind regards



Graham Scott
Head of School

ACHS Organisation Quick-Check Grid

Topic/Year	Year 9	Year 10	Year 11	Year 12/13
What happens on Wed 2nd Sept?	Form Tutor Induction Session 8.50-10.30am	Form Tutor Induction Session 10.50-12.30pm	Individual Student/ Parent interview in Sports hall or Dining Hall Appt booking system opens 12pm 19th August & closes 9am 1st September.	Year 12 - Individual interviews in tutor rooms. Appt booking system opens 12pm 26th August & closes 9am 1st September. Year 13 - Selected student interviews in Cafe 6.
Start time on Thurs 3rd Sept & meeting point?	9.15am Main Hall	9.30am Tutor Room	8.50am Tutor Room	10.00am Tutor Room
Usual Start Time	8.40am	8.50am	8.45am	8.55am
Usual Finish Time Wed wk 1	2.55pm 2.00pm	3.05pm 2.05pm	3.00pm 2.00pm	3.10pm 2.05pm
Entrance & Exit	Gate B then via A8/A9	Gate C then via A3/A4	Gate D then via B8/B9 or PE corridor only	Gate A then via A1 or B4/B6 from outside only



Teaching Bases	Zone AD	Zone AU	Zone BU	Zone ABD
	A3, A4, A5, A6, A7, A8 & A9	A12, A13, A14, A17, A19, A20, A21, B14 & B16	B4, B9, B10, B11, B12, B17 & B18	A1, A2, A10, A11, PE Room, Library, B6, B7, B8, B15 + Art Space (Students in B15 to arrive 5 minutes late to lessons)
Tutor Group Bases	9A A4 9E A5 9L A7 9S A8 9T A9	10A A17 10E A19 10L B14 10S A21 10T A13	11A B12 11E B10 11L B11 11S B17 11T B9	12A A10 12B A2 12C A11 12D PE 13A B6 13B B7 13C Lib 13D B8
ICT Access	A3 Chrome book only	A12 & A14	Laptops in B4	A1, A10, A11 & Library
Toilets	A Block Both	2 Individual ones by Main Hall	B Block Both	Sixth Form
Outdoor Break & Lunch Area	Front Field	Memorial Garden	Yard	Cafe 6 & cycle area
PE Days	PE Uniform with tracksuit over	PE Uniform with tracksuit over	PE Uniform with tracksuit over	N/A



Food	Packed Lunch & Main Hall Collect	Packed Lunch & Main Hall Collect	Available in Main Hall	Available in Cafe 6
Lunch Supervision	Zone AD A. Gray & C. French	Zone AU J. Allen	Main Hall L. Comber	Cafe 6 M. Woods
Break Supervision In Zones	2 staff + SLT	2 staff + SLT	2 staff + SLT	1 staff
SPL	Miss Gannon	Mr Carbutt	Mr Gilhooley	Mrs Gilhooley
SLT Link	Mr Scott	Ms Power	Mr Barnes	Mr Ironside

G F Scott
18th August 2020