

26 June 2020

Dear Parents and Carers,

### Protocols for the re-opening to Year 10 students

Thank you for your continued support during this challenging and unprecedented time.

We are delighted to be able to welcome our Year 10 students back to the Academy for Science, Maths and English lessons in bubbles of 12 students per class.

As we were planning to do this before the government guidance was relaxed, we will continue with our plans for a 2 metre social distancing rule. Please be assured that safety is our paramount concern and we aim to ensure that the experience is both a positive and safe one for your child. With this in mind we must ask that if your child is feeling unwell they **MUST NOT** attend school.

The protocols for the re-opening for Year 10 are detailed below:

<b>School arrival and departure</b>	Students should arrive at the student entrance no earlier than 8.55am where they will be asked to sanitise their hands. They will then be directed to their classroom bubble by a member of SLT. At 12.20 students will be escorted out of the Academy by subject teachers in their bubbles.
<b>Classroom arrangements (and equipment)</b>	Students will be taught in 'bubbles' of no more than 12. They will remain in these bubbles for the remainder of the term. Students should provide their own pen. Any other equipment will be allocated to the student and will not be shared with others. Windows and outside doors will be kept open for circulation of fresh air. Students will be allocated a desk in their classroom and should not change seats.
<b>Break-times</b>	Each bubble will be allocated a 20 minute break where they will be supervised by members of staff in a designated area. They will not mix with other bubbles.
<b>Catering</b>	There will be no catering facilities or access to the water fountains. Students can bring their own snacks and water but cannot share this with other students.
<b>Behaviour</b>	Any student putting others at risk will be sent home immediately. This includes refusal to follow social distancing measures.
<b>Toilet arrangements</b>	Students will not be able to access the toilets during break. They will be allowed to use the toilet during lesson time and will be escorted by a member of staff.
<b>Transport to and from school</b>	Current government guidance is that parents should transport their own children into school wherever possible. Due to current social distancing guidance it will not be possible to operate school buses during this time.
<b>Uniform</b>	Students should arrive to the Academy in full school uniform. They should not bring a bag.

<b>Welfare and hygiene</b>	All classrooms and toilets will be cleaned frequently and at the end of each day. Hand sanitiser and anti-bacterial wipes will be available in all classrooms. At all times students must observe the 2 metre social distancing rule. Please follow the floor markings around the academy. If a student feels unwell they should inform a member of staff immediately. They will then be taken to the first aider who is on duty in the ventilated first aid room. You will then be contacted immediately to come to collect your child.
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Mrs Wicks and Mr Tate, Assistant Headteacher's and Mr Hall Pastoral Learning Manager for Year 10 will be present throughout the day to ensure that all students follow the guidelines and protocols listed above.

If you have any concerns, suggestions or special access arrangements that we need to be aware of, please do not hesitate to contact the Academy.

Once again, thank you for your ongoing support.

Yours sincerely,



**Helen Keough**  
Acting Headteacher