



15<sup>th</sup> July 2020

Dear Parent/Carer

## **Full Re-Opening Information for September Onwards**

I hope this letter finds you and your families well. I would like to provide you with information regarding the re-opening of the school in September following the Government guidance which was made available on 2<sup>nd</sup> July 2020. This document outlines that:

'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.'

Therefore, further to my earlier correspondence, I am writing to provide you with the information on how we intend to open fully, safely and deliver our curriculum.

**Please note that there are on-going discussions with stakeholders and a meeting of the Wade Deacon Trust Board on Wednesday, 15<sup>th</sup> July 2020 and the below plans are subject to approval by the Trust Board and any changes that may occur over the summer period.**

### **September Opening Dates**

**Wednesday 2<sup>nd</sup> September** STAFF INSET – NO PUPILS

#### **Thursday 3<sup>rd</sup> September**

Year 7 - 8.35am

Year 11 – 9.00am

#### **Friday 4<sup>th</sup> September**

Year 7 - 8.35am

Year 11 – 9.00am

#### **Monday 7<sup>th</sup> September - All pupils**

**Please see staggered start times further in letter.**

## **School Attendance**

School attendance will be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

## **Students who are shielding or self-isolating**

The majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- shielding advice for all adults and children will pause on 1<sup>st</sup> August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

## **Public health advice to minimise coronavirus (COVID-19) risks**

The full opening guidance suggest how contact is reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Therefore, we have staggered the start and finish times for certain Year Groups, added more break and lunch times, arranged our classrooms as above and will implement measures to reduce the chance of transmission as far as is reasonably practical.

### **The School Day**

Please see end page for the outline of the school day.

### **Drop off / Pick Up, Use of the Car Park & Public Transport**

As you can see from the timings of the day, we have staggered these to ensure we do not have lots of people arriving at similar times. We are asking all parents and carers that 'drop off' and 'pick up' remain **INSIDE** your car. Staff members will be outside the building to meet your child(ren). **Ideally, only one parent/carer should 'drop off' and 'pick up'.**

If students are using public transport, please ensure you and your child are fully aware of the guidance for the use of local buses/trains. The recommendations on transport to and from school allude to reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school). Face masks must be worn.

### **Siblings**

If you have children in different Year Groups expected to attend that have different start and finish times, please only drop them off (if absolutely necessary) for the earlier start time and the older sibling can go to their classroom/area.

When picking up you can access the car park, however, please stay in your car. If meeting your child(ren) on the school path, please refrain from congregating outside the reception area/exits-please adhere to social distancing guidance. Siblings that pick up younger brothers and sisters will need to make such arrangements with yourselves.

**It is imperative students arrive at their allocated time. This will ensure the safety of everyone and reduce the chance of transmission of the disease.**

### **Uniform & Mobile Phones**

Students **WILL** be expected to wear full school uniform. I appreciate your support in ensuring students come to school well equipped and ready to learn.

Mobile phones, should they be brought into school, will not be allowed to be used in the Academy building. If your son/daughter needs to contact you, this will be done via a member of staff when appropriate to do so. If found using a mobile phone on site, this will be confiscated and placed in a sealed envelope and put into the safe and an adult will need to collect it.

## **Bubbles & Class Sizes**

We have worked very closely as a school team and with external support from the Wade Deacon Trust and their Health and Safety advisors. We are working on the premise of having 'Key Stage and Year Group Bubbles.'

This means that students will get their full curriculum entitlement in their current classes / sets and teachers will move around the building to them. Key Stages and Year Groups will have assigned areas /zones and they will remain in these areas for the majority of their lessons. Specialist rooms in Science, DT, Art etc., will continue to be used, but these have been carefully timetabled to ensure cleaning can take place and bubbles are not mixing.

Each Bubble will have access to a designated toilet block to ensure we reduce the risk of infection and these will continue to be unisex. Bubbles will have a designated area at break/lunch times.

## **Learning & Curriculum**

I know you appreciate; this period has been a very complex and challenging situation for all concerned. However, it is imperative we get students back into learning routines and engaged in a full curriculum offer. We will continue to work with our students on them filling in any gaps they might have and we will share with you our 'catch up' plans once these are finalised.

## **Essential Measures**

Below are a list of essential measures we will adhere to in order to reduce the risk of transmission:

- a requirement that people who are ill stay at home – please ensure your child does not attend if they are showing any of the symptoms.
- robust hand and respiratory hygiene – this will be encouraged regularly as it is now and we will increase the signage as a reminder to take these steps.
- enhanced cleaning arrangements – this has been carefully considered and staggering breaks, lunches and the use of specialist rooms will allow for this.
- active engagement with NHS Test and Trace – we will engage fully in advice and guidance from Public Health and the NHS Test and Trace team.
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable – the steps I have mentioned will reduce the risk of transmission.

## **Lunch, Break Time & Food and Drink**

Those students entitled to a free School Meal will continue to receive this service. Those families that usually pay are encouraged to pay online (PARENTPAY). Pupils will be expected to use the provided hand sanitiser before using biometric machines.

You may wish to send your child(ren) with their own packed lunch. Please advise them that this should not be shared with anyone. It is also advisable that children bring in their own drinks bottle (clearly labelled and filled) we will turn off the water fountains. Please be reminded that fizzy or energy drinks are not allowed and will be confiscated.

### **Support for students with SEND**

We will work with families and students to provide the best possible support for students with SEND and make reasonable adjustment as necessary to ensure the safety of students and staff. Should any parents and carers wish to discuss this in detail, please contact either Miss Carson or Miss Henry.

### **Cleaning Considerations & Movement around the site**

We have worked very closely with our maintenance provider to ensure regular cleaning has and will take place as it has done during lockdown. We will ensure there are enough tissues, hand sanitiser, disinfectant, paper towels and bins in every classroom to keep everyone safe.

The internal doors on the homebases will be 'wedged open' to ensure staff and students do not need to touch door handles and this will also allow for us to put in place a system of movement around the zones.

### **Behaviour**

There are amendments and an addendum to the current Behaviour for Learning Policy, which can be found on our website. We expect our behavioural pathways system to be adhered to; where we expect students to be respectful, demonstrate excellence, and be safe. Nevermore have these principles been more important. It is critical students co-operate with staff and follow instructions for the safety and well-being of everyone. Any behaviour that might put others in danger will not be tolerated and appropriate sanctions put in place.

### **First Aid & Medication**

Students that require first aid will still be able to access this and additional PPE will be provided to the designated first aiders. Students that need medication will still be able to collect this from pastoral staff.

**Please do not send your child(ren) into school if they feel unwell, are showing any one of the Covid-19 symptoms or require any general first aid.**

## **Pastoral Support for Well-Being and Mental Health**

We are very aware that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, we will consider how to support students back into school.

We know some children may also have experienced bereavements in their immediate family or wider circle of friends or family, or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Therefore, we will provide opportunities for children to talk about their experiences of the past few weeks. Opportunities for conversations with adults, some refocused lessons on relevant topics e.g. mental wellbeing or staying safe, pastoral activities such as positive opportunities to renew and develop friendships and peer groups and other enriching developmental activities.

## **Home & Remote Learning Plans**

Home learning and Remote Learning plans will still be in place over the summer period. It will also be provided should there be a 'local lockdown' and we have plans for how this will be communicated should such an event occur. We have trained all staff on the use of Microsoft Teams and the students (who have attended school). For pupils unable to attend, we have put guidance on the school website.

## **Visitors and Guidance on accessing the school Reception Desk**

We will carefully ensure that only essential meetings take place on-site and where possible all correspondence should be via telephone, e-mail or letter. If you would like to meet with a member of staff, this will need to be via a prearranged meeting.

**Please do not just turn up as you may be turned away.**

When a meeting has been prearranged, only one person at a time will be allowed into the main office and signage will ensure this is clear to visitors. We have a duty to protect our staff and I appreciate your co-operation in this matter. There will be clear markings on where to queue to access the office if this is necessary.

As always, we will continue to use our social media and website to communicate any updates with you. These are listed below:

**Website:** [www.halewoodacademy.co.uk](http://www.halewoodacademy.co.uk)

**Twitter:** @HalewoodAcademy

**Instagram:** Halewood\_academy

**Facebook:** Halewoodacademy

I hope this letter has served as a clear indication of what we will endeavour to put in place as control measures to minimise risks, but this will not mean that risks can be removed altogether.

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation and I wish you a lovely summer break.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'J. Gallagher'.

Ms Gallagher  
Interim Principal

## Useful Links

**Safer Travel Guidance for Passengers:** <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**What parents and carers need to know about early years providers, schools and colleges in the autumn term:** <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

**Guidance for full opening of schools:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## The School Day

Year Group	Start Time	Entrance	Break	Lunch	Finish Time	Exit Point
7	8.35am	Sports Hall	10am – Atrium/Canteen	12.15pm - Atrium/Canteen	2.45pm	Atrium
8	8.45	Front Courtyard	10.30am- Atrium	12.45pm - Atrium/Canteen	2.45pm	Front Courtyard
9	8.45	Atrium	11am – Atrium/Canteen	13.15 - Atrium/Canteen	2.45pm	Atrium
10	9am	Front Courtyard	11am – Sports Hall	13.15 - Sports Hall	2.50pm	Atrium
11	9am	Sports Hall	10am – Sports Hall	12.15pm - Sports Hall	2.50pm	Atrium

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We Seek the Best