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21 August 2020

Dear parent(s)/carer(s)

I hope this letter finds you well and enjoying the summer break.

As you are probably aware, the Government has reaffirmed its intention for schools to open fully for all students from September. We have worked throughout the summer with the site team, the Trust and the unions to produce a thorough risk assessment of our school so that we are able to open as safely as possible for our students and staff.

We will operate a phased reopening for students, in their year group bubbles, starting on Wednesday 9th September 2020 in order to provide all students with the necessary support, time and attention from staff to:

- welcome and support them back to school
- explain fully the operational and practical changes at the beginning of this academic year
- explain clearly how teaching, learning and assessment will be organised.

Timings	Wed 9 th Sep	Timings	Thurs 10 th Sept	Fri 11 th Sept
8.50am – 3.10pm	Y7 and Y12 all day and for the rest of the week.	AM 9.00 – 11.30	Y11	Y10
PM – 1.10pm – 3.10pm	Y13 afternoon only and then for the rest of the week.	PM 12.30 – 15.00	Y9	Y8

Y7 and Y12 will be in all week from Wednesday 9th. Lessons for Y12 and Y13 will start on Thursday 10th September and lessons will start for all students on Monday 14th September 2020 keeping to the usual timings of our school day.

Please read the following fully as I explain clearly some of the changes that will take place.

Year Group 'Bubbles'

One of the key elements of the Government's guidelines is for year groups to be kept apart, as much as possible, from other year groups. This is extremely difficult in a large secondary school. However, we have put in place the following measures to ensure that the possibility of cross-year group mixing is absolutely minimal:

- Unless arriving directly into the bus or car bays or the student car park, Years 7, 9 and 10 will use the main gate entrance to the school site. Years 8, 11, 12 and 13 will use the top gate entrance to the school site.



- If arriving by car, Y8 and Y11 parents are to use the car bays and Y7, 9 and 10 parents the student car park next to the main entrance.
- We have divided the school into 7 different zones for the 7 different year groups so that bubbles will have dedicated areas for teaching, eating and socialising as well as their own outdoor areas.
- Students will not be able to enter into the zone of another year group. Only the specific year group bubble will have access to their own zone.
- Within each zone there will be hand sanitiser stations and toilet facilities.
- Duty staff will supervise these areas as normal.
- We will go through all the above when your child has their dedicated induction time in the first week.

Changes to the School Day

Apart from the first week back the school day will remain the same for everyone from the 14th September.

Break and Lunch Provision

Students will have their own space for break and lunch.

There will be no refreshments available before school or at breaktime so it will be important for you to provide something for your child if they usually eat at this time.

To help prevent the spread of infection, all water refilling stations will be turned off. It is vitally important that students bring their own full water bottle to school.

Mellors will provide a reduced menu at lunchtime. They will provide a grab bag with either a sandwich or a pasta pot. Y7 and Y9 will have a system to pre order their lunch during registration each morning. All students who are entitled to a free school meal will be catered for. I am suggesting that consider providing a packed lunch for your child during this period of time, unless you are entitled to a FSM . We will of course keep this under review and meet regularly with the Mellors team to provide the best possible service under the current circumstances.

School Transport

I am strongly recommending that where possible, students walk, bike or are brought to school by parents/carers. Students who access the school buses will be able to continue to travel on them, as per the published schedule, so long as they follow their recommended guidelines.

If your child has to use public transport you will need to consider all the limitations that are in force at this moment in time. Face coverings must be worn, buses will only accommodate a small number of passengers and there may be a limited services. Students are expected to arrive at school on time, so please contact the bus company and make arrangements as necessary.



MAKE WALKING OR BIKING to SCHOOL the NEW NORMAL

Curriculum

It is our intention that all students will continue to study the full range of subjects and be taught by subject specialists. Students will stay within their zone of the school and their specialist teacher will come to them. Teachers are preparing to deliver lessons under these circumstances.

Expectations and Behaviour

The first priority in September will be to establish safe routines in school to ensure the safety of everyone, including wider families and our local community. Our Behaviour Policy has been updated to reflect the new expectations. A copy can be found here. It is imperative that all students model exceptional behaviour at all times. Your support with this will be greatly appreciated.

Full school uniform will be expected.

Attendance and Punctuality

Attendance to school is compulsory from September.

We are aware that some family members may be self-isolating at any given time, so it is important that you keep us as informed as soon as possible any changes in your family circumstances which may prevent your child from attending school.

As always, we expect excellent punctuality. The school day begins at 8.50 and all students are expected to be on site at 8.45. It is therefore important during this period that if your child has to use public transport they organise themselves to either walk, bike or be prepared to catch an earlier bus to make sure they arrive on time.

In addition to the specific measures outlined above, the following general systems will also be in place:

Safety and Hygiene Measures

In order to reduce the risk of transmitting the Coronavirus, we have undertaken significant measures which will affect the way in which we all operate.

- Government guidance states that students in a year group bubble should not mix with students in other year group bubbles but are safe to mix, where necessary, with students in their own year group 'bubble'. Our zoning arrangements facilitate this.
- As people who are at greater risk, adults in school will still endeavour to maintain a 2 metre distance from students. Where closer contact is required, the advice is to avoid face to face contact and to have a conversation side by side. Students will be advised of this and told that they should maintain a safe distance from staff as much as possible.
- We will ensure that sanitizing or washing of hands happens regularly. Each social area and classroom is equipped with hand sanitisers and students will be expected to use these when they arrive to school, before and after break and lunch and before they leave school. They can sanitise their hands more than this if they wish.
- The sharing of work or resources will be kept to a minimum, even within bubbles. Students should ensure that they arrive to school fully equipped every day. If they forget the necessary school equipment, they must inform their tutor at the beginning of the day.
- We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school.



- We will ensure good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach. Hands must be cleaned every time after blowing into a tissue or coughing into the hand.
- All classrooms will be thoroughly cleaned daily after students leave. Where possible, frequently touched surfaces will also be cleaned during the day.
- Access to the school grounds and buildings will be severely restricted to anyone other than staff or students. Other than to drop your child off in the morning, you will not be permitted to enter the school site unless you are invited to do so. If you need to speak to a member of staff, please telephone in the first instance.

I am sorry this is a lengthy communication, but I am sure you understand that there is much to inform you of. Things are changing at a rapid pace and I will keep you all up to date with changes that affect your child at our school.

I am looking forward to us all working together safely in September.

Please continue to take care and look after yourselves.

Yours sincerely

Loz Wilson
Headteacher

