

Dear Parent(s) / Carer(s),

Firstly, I hope this letter finds you all well. I know many of you are getting back to normal and are looking forward to your children coming back to school. We are looking forward to coming back to work - every member of staff to whom I talk is looking forward to working with our students again.

Risk assessment

The Government has made it clear that it expects all children to return to school. To ensure everyone's safety, we have completed a detailed risk assessment of the Academy building and made some changes. These include buying hand sanitizer, having screens in offices and some classrooms and moving classrooms around so students are in rows. In addition we have zoned areas of the school for particular year groups. It's the same Academy but just made safer for everyone.

Return to school times

In July I wrote to you about the phased return to school. New year 7 students have not had a formal induction and I want these students to feel secure in their new school; as such they are the only year group (apart from the sixth form) that are in school to begin with; the details are below:

Year 7

Day 1 Wednesday 9th September 2020 - Tutor Day

Entry from 08:30 via Bilton Grove - Students separated into tutor groups in the Agora

Leave at 15:10 via Purple Doors

Day 2 Thursday 10th September 2020 - Subject Day

Entry from 08:30 via Bilton Grove - Tutors meet students in the Agora

Leave at 15:10 via Purple Doors

Our 6th form will also have a formal induction this year. Details are as follows:

Year 12 & Year 13

Day 1 Wednesday 9th September 2020 -

Year 12: Entry from 08:45 to 09:00 via the Purple Door, Preston Road Entrance - Students will be allocated their tutor room upon arrival.

Year 13: Entry from 08:45 to 09:00 via the main school reception - Students will be allocated their tutor room upon arrival

Leave by 15:05 via Purple Doors

Day 2 Thursday 10th September 2020

Year 12: Entry from 08:45 to 09:00 via the Purple Door, Preston Road Entrance - Students will be allocated their tutor room upon arrival.

Year 13: Entry from 08:45 to 09:00 via the main school reception - Students will be allocated their tutor room upon arrival

Leave by 15:05 via Purple Doors

Years 8 - 11

On Friday 11th September we would like Years 8-11 to come into the Academy, meet their tutor and also talk with me about the changes we are making to the Academy to ensure everyone stays safe. The details are as follows:

Year group	Arrive	Leave
11	09.00 in the Gym using the PE entrance	11.00 via PE doors onto Bilton Grove
10	09.10 to go to tutor groups using the normal student entrance	11.10 via the front of the school (purple doors)
9	12.00 in the Gym using the PE entrance	14.00 via PE doors onto Bilton Grove
8	12.10 to go to tutor groups using the normal student entrance	14.10 via the front of the school (purple doors)

If you have bought a new mobile or changed your email address in the last year you must contact us with your new contact number: info@sentamuacademy.org or ring (01482) 781912.

Year Group Bubbles

Government guidelines ask that students in year groups are kept apart as much as possible. Obviously this is difficult for 1,400 students in one building. However, students will have their own zone and for the majority of the time students in years 7-9 will be taught in the same classroom. There will be some movement within a zone for years 10-13 so they can access specialist classrooms. Each bubble will have access to

their own toilets and teachers will move to classrooms rather than have students moving around.

Students should enter the Academy from Monday 14th September at these times via these entrances:

Year	Arrival Window	Entrance	Stairwell	To go to (these are the year zones)
Y11	8.15 - 8.25	Student Entrance by RED	Middle Stairs	Floor 3: tutor rooms
Y10	8.25 - 8.35	Doors by PE	Back Stairs	Floor 1: tutor rooms
Y7	8.25 - 8.35	Student Entrance by RED	Middle Stairs	Floor 2: tutor rooms
Y8	8.25 - 8.35	Student Entrance by RED	Middle Stairs	Floor 2: tutor rooms
Y9	8.35 - 8.45	Doors by PE	Back Stairs	Floor 1: tutor rooms
Y12	8.35 - 8.45	Purple Doors	Back Staircase by Drama Studio	Floor 3/4: tutor rooms
Y13	8.35 - 8.45	Student Entrance by RED	n/a	Ground Floor: tutor rooms

Students will be notified of their tutor group prior to Monday 14th September via text message or email, using the contact details we have for you. If you have bought a new mobile or changed your email address in the last year you must contact us with your new contact number: info@sentamuacademy.org or ring (01482) 781912.

Late Arrivals

Any student that arrives after their arrival window will be sent to enter the building via Reception. Reception staff will open the doors leading to the Theatre Bar and they will line up at the designated point with social distancing of 2m in place. They will be escorted to their timetabled lesson by a member of staff on duty in this area. Please can we urge you to do your utmost to get your son/daughter to school within the given window as this is the safest way. The usual sanctions will apply to those students who are late.

Break and lunchtime

Students will have their own year group bubble eating and outside social area; these will rotate each week to allow students access to hot food. To allow students in years 7 and 8 some time outside at lunch time these bubbles will merge.

Duty staff will be on duty as normal. It is advisable students bring a coat with them and packed lunches are encouraged.

Venue	Details
Agora - eat lunch/sandwiches in here	Access to outdoor area via Student doors by RED, toilets by student entrance
Winter Gardens - eat lunch/sandwiches	Access to outside area via PE doors, toilets in this area
Gym - eat lunch/sandwiches	Access to outside area behind Motor Vehicle via fire exits. Toilets in their year zone - they will need to be escorted to these via the back staircase
Activity Studios - eat lunch/sandwiches	Access to outside area behind Gym and Activity Studio via fire exit. Toilets in their year zone - they will need to be escorted to these via the back staircase
Theatre Bar	Toilets in their year zone - they will need to be escorted to these via the staff staircase. Students cannot move between here and the Private Study rooms/common room during lunchtime
Private Study/Common room 1 & 2	Year 12 in Private Study 1 and Y13 in Private Study 2. Toilets in this area. Students cannot move between here and the Theatre Bar during lunchtime

Break/Lunchtime Rota

Students will rotate between the areas weekly

Week Commencing	Agora	Winter Gardens	Gym	Activity Studio
7/09	Y7/Y8	Y9	Y10	Y11
14/09	Y9	Y10	Y11	Y7/8
21/09	Y10	Y11	Y7/8	Y9
28/09	Y11	Y7/8	Y9	Y10
5/10	Y7/Y8	Y9	Y10	Y11
12/10	Y9	Y10	Y11	Y7/8
19/10	Y10	Y11	Y7/8	Y9

Each week, Y13 will use the Theatre Bar on a Monday, Wednesday and a Friday and Y12 on Tuesday and Thursday. Y13 will also use PS1 and Y12 PS2 and the common room

School Transport

Students who travel by bus will need to wear face coverings, use any sanitizer provided and sit away from other students.

Teaching and Learning

From Monday 14th September teaching will take place as normal. Students will be expected to bring their own equipment each day; your child's tutor will have a small supply of pens, pencils and rulers if required. Some lessons such as music, PE and science lessons will be changed to reduce risk of infection. We are aware some students will have got behind with their schoolwork; we have plans in place to support students - where catch up work is sent home please would you ensure your child completes this.

Behaviour

Our uniform policy remains the same and we expect students to come to school in full uniform; details are on the website. We are awaiting guidance on the use of PE changing rooms and will be in touch again about changing into PE kit or wearing PE kit in school.

I want the Academy to be a safe place for all students and staff when we return. I am sure we can all agree that we want to see excellent behaviour at all times from students. Please be aware that I expect students to follow our rules and stay safe at all times whilst showing respect for the safety of others. We are adopting a "no-touch" policy around the academy to ensure we are all safe. I appreciate your support with this matter.

Attendance

We are required by the Government to pursue non attendance from school. If your child is absent please ensure you communicate with the attendance team as normal.

It is vital your child is on time so they do not cross other bubbles. We will continue to take actions against students who are late to school.

A safe return

Finally, I know many students and staff are eager to come back to school. We are delighted to get back to 'normal'. I also know some families are a bit nervous.

We are putting in place the following to ensure our return is safe:

- At this stage I am strongly recommending that students and staff wear a facemask on corridors and in social areas. Please ensure your child comes to school with a face mask/covering.
- Students are working in bubbles in specific parts of the Academy with as little movement as possible and staff going to classrooms.

- We are increasing the amount of cleaning we are doing each day and we have purchased specialist equipment to sanitize classrooms.
- Hand sanitizer is available in each classroom and in main areas.
- We will isolate students who display symptoms of Covid-19, they will need to return home until a test has been taken and a result received Please make sure your contact details are fully up to date for all parts of the school day
- We are restricting entry to the Academy for visitors as much as possible.
- Classrooms have been adapted to follow government guidelines and screens are in place in offices and some classrooms where required.
- Do not send your child to school if they are displaying symptoms of Covid-19

I hope I have been able to answer the key points that you need to help you prepare your child for a safe return to the Academy.

Take care, you are all in our prayers.

Yours Faithfully,

Chay Bell
Academy Principal