

Dear Parents and Carers

I hope you are safe and well.

I am writing to you concerning the expected full opening of schools in September. Following the recent publication of the [government's guidance](#) for the full opening of schools from September 2020, the Academy Leadership Team has begun planning for all students, in all year groups, to return to school. Schools, as expected, will need to put in place a range of protective measures to minimise risk. I need to emphasise that whilst risk can never be wholly eliminated, we are working around the clock to ensure as smooth a transition back to school as possible. Before this can happen, a new detailed Risk Assessment will need to be in place, with specific actions to help keep children, staff and the wider community safe. This will replace our current Risk Assessment, which has enabled Reception, Year 1, Year 2, Year 5, Year 6, Year 10 and Year 12 students to receive in school lessons during June and July. Proportionate control measures will be introduced, which will support and enable the delivery of a broad and balanced curriculum. The proposed arrangements for Years 7 - 13 are contained in this letter but are subject to change when the government makes further announcements about the re-opening of schools, in August. A separate letter regarding Primary arrangements has been sent to parents and carers. The essential measures will include:

- A requirement that people who are ill stay at home – if anyone in your household has Covid-19 symptoms, your child must not attend school – in such cases your child will be provided with remote learning. **Please alert the school immediately by phoning the school and contacting the Attendance Officer on [attendance@washwood.academy](mailto:attendance@washwood.academy)**
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements across the school site
- Active engagement with NHS Test and Trace. For more information, see the government guidance. All students and staff will be eligible for testing and it is vital that this is taken advantage of in order to manage this virus and minimise disruption to the school.
- School trips will not be able to take place for the foreseeable future, but we hope to be able to offer an adapted range of enrichment activities
- New arrangements and routines around the site to reduce contacts and maximise distancing between those in school wherever possible

Please ensure that you read the new advice on shielding which will pause on August 1<sup>st</sup> and therefore the expectation is that all students will return to school unless they are under the care of a health professional who will advise further. If this applies to your child, please ensure you let us know as soon as possible by emailing [enquiry@washwood.academy](mailto:enquiry@washwood.academy).

### How Students will be organised

Upon their return to school, we will be introducing a number of measures aimed at minimising contact between individuals and to maintain social distancing wherever possible. Children will be grouped in protective year group 'bubbles' allowing us to keep students apart. Year groups will not be able to mix at lunch and break times. Secondary year group bubbles will be organised into form groups and for most of the day, students will be taught in the same classroom with teachers moving from classroom to classroom. It is really important that we minimise student movement around the corridors. Year 11 and Year 10 students will be escorted to specialist rooms



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at points in the week, to allow them to continue their specialist option subjects such as Art, Technology, IT, etc. We will be implementing staggered starts for each year group, use of different entrances/exits around the school buildings and a slightly altered school day. Lessons will run as normal with some adaptations for practical subjects. However, there will be strict seating plans and students will need to sit facing forwards in the classrooms where possible. In classrooms, students will not be allowed to breach a 2-metre distance from their teacher who will be teaching from the front. Assemblies will be held in form classes, via a Microsoft teams meeting assembly. Further information regarding secondary form groups and timetables will be shared with you over the summer holidays. We fully appreciate that students will find some of the measures above challenging. We will be as supportive as we possibly can be in the transition period – **however, we cannot compromise on health and safety** and as a result the behaviour policy will be amended to take account of these changes and persistent breaches will lead to students being sanctioned in line with the new policy. This will be sent to you before the beginning of the school year.

### Staggered start back day and start and end of day times.

Year group	Start Date	Daily start and end time	Entrance  (clear signs will be in place)
Reception	Wednesday 9 <sup>th</sup> September	Half days – Primary will be in touch with details	Reception door
Year 1	Thursday 3 <sup>rd</sup> September	8.45 am – 3.05 pm	Year 1 door
Year 2	Monday 7 <sup>th</sup> September	8.45 am – 3.05 pm	Year 2 door
Year 3	Monday 7 <sup>th</sup> September	8.45 am – 3.10 pm	Year 3 door
Year 4	Thursday 3 <sup>rd</sup> September	8.45 am – 3.10 pm	Year 4 door
Year 5	Thursday 3 <sup>rd</sup> September	8.45 am – 3.10 pm	Year 5 door
Year 6	Monday 7 <sup>th</sup> September	8.45 am – 3.10 pm	Year 6 door
Year 7	Thursday 3 <sup>rd</sup> September	9.00 am – 3.00 pm	Main entrance + gate down to cabins
Year 8	Tuesday 8 <sup>th</sup> September	9.00 am – 2. 55 pm	Main entrance, Student reception + stairs from Amin Mustafa Hall



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Year 9	Thursday 10 <sup>th</sup> September	8.55 am – 2.50 pm	Main entrance, under bridge and through blue doors
Year 10	Wednesday 9 <sup>th</sup> September	8.35 am – 2.10 pm	Main entrance, Student reception + stairs from Amin Mustafa Hall
Year 11	Monday 7 <sup>th</sup> September	8.35 am – 2.10pm	Main entrance, under bridge and then in through blue doors to Richard Cowley Hall + stairs
Year 12	Thursday 3 <sup>rd</sup> September & Friday 4 <sup>th</sup> September = Transition Days.	9.30am – 3.00pm Additional letter to follow	Main Reception
Year 13	Monday 7 <sup>th</sup> September	8.35 am – 2.30 pm	

Hot and cold lunches will be available in school and students are welcome to bring their own packed lunch too.

Our aspiration, like that of schools across the country, is to return to our established school day and timetable when it is safe to do so. In the interim period, we are absolutely confident that we will be able to deliver a broad, balanced and engaging curriculum for our children.

Can I please draw your attention to the following information:

- Students must wear full school uniform. Details of our uniform for Primary, Secondary and Sixth Form can be found on our website. Our secondary uniform for Years 7 – Y11 is in transition. Students in Year 7 and Year 8 should wear the new grey uniform. Students in Years 9 – 11 may wear the full new grey uniform, full black uniform or a combination of both. When you need to replace uniform items for your child in Years 9 – 11, please replace them with the new grey uniform. If any parents are experiencing difficulties with purchasing uniform, please let us know and we will try to support you. PE Kit – on PE days, students will wear their PE kit to school because they will not be able to use the changing rooms. More details about this will follow in August.
- There will be a detailed plan for helping pupils/students catch up on missed learning. This will be further supported through additional government funding which, it is intended, will become available towards the end of the first term in the new academic year.
- The Government has made it clear that school attendance will be compulsory again from the beginning of the Autumn term. This means that, from that point, our usual rules on school attendance will apply. We will continue to work closely



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**CEO:** Dr. B Mabey

with the families of students who are particularly apprehensive about coming back to school. Please speak to a member of our Attendance team [attendance@washwood.academy](mailto:attendance@washwood.academy) if you feel you would benefit from additional support.

**Email:** [enquiry@washwood.academy](mailto:enquiry@washwood.academy)

**Website:** [www.washwoodheath.com](http://www.washwoodheath.com)

## Public Transport

We appreciate that some children need to use public transport. However, I need to warn you that public transport will be extremely restricted and that buses simply will not stop at bus stops if the bus is already full. Bus companies have a very low limit of numbers allowed on the bus at the time of writing this letter. It is the government advice that all children should walk to school if it is at all possible. If this is not possible, they should consider cycling and we have in place facilities for students to store their bikes (they should bring their own bike lock). Finally, if neither of these options are possible then students might have to take public transport. In this case, they will be expected to wear a face mask.

**At the end of the day, parents and carers of secondary aged children, should arrange a spot away from the school gates if you pick up your child. It is impossible for all parents to meet students at the gate as there is no space.** The road is congested and parking is difficult. Please discuss with your child the importance of maintaining social distancing measures when they journey to and from school and the need for them to return home immediately and to avoid gatherings. **Parents of secondary aged children should not gather at the school gates and they must not enter the school site without an appointment.**

## Hygiene

Please talk to your child about the importance of good hygiene. Children will need to clean their hands more thoroughly and more often than usual. They will need to wash or sanitise their hands on arrival at the school site and throughout the day.

Students will need to follow the 'catch it, bin it, kill it' approach and will be required to use their own tissues to catch a cough or sneeze, dispose of any tissues in a bin and then wash their hands as soon as possible.

Please ensure your child brings with them each day:

- A small/medium school bag (big enough to carry one exercise book). They will not be carrying all exercise books to and from school.
- A clear reusable water bottle with water only
- Tissues
- If possible, their own hand sanitiser
- A pencil case containing at least a pen, ruler, pencil and rubber.
- A calculator (secondary students)



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Again, I want to stress that we are here to support at all times but can only operate within the current government and public health guidance. It has been an immensely challenging time and more challenges are to come – however, I have every confidence that children coming back to school and having as near normal experience as possible, is in their absolute best interests.

Finally, can I please take this opportunity to thank you for all the support you have shown in helping to keep our students' learning going since lockdown began towards the end of March. Collectively, we have worked incredibly hard to overcome any barriers to learning. Staff and governors are incredibly excited at the prospect of welcoming all of our children back in September. A school is simply just a building without its students.

I hope you all have a peaceful and much deserved rest over the summer break.

Yours faithfully



Mrs L Petrie

Head of Academy





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