



August 2020

Dear Family,

As we draw closer to the start of the new term I wanted to write to you and keep you up to date with some of the changes and preparations that have been ongoing in anticipation of welcoming all students back to Academy on Thursday, 3 September 2020.

In order to meet the requirements set out by Public Health England and the Government we have carried out a full risk assessment and have been making changes to the environment and to the way we run certain processes in order for them to be as safe as possible. I am going to list some of the changes below that you and your child will need to be aware of before the start of term. Maintaining social distancing and working in year group bubbles have been the two main criteria that will affect the organisation of the Academy.

Students will be organised in Year group bubbles and will not mix with students from other year groups. Each year group will have their lessons in a specific area of the school and staff will move between the bubbles to teach them. Year groups will have separate break and lunch times and entrances and exits to both the school grounds and school buildings.

The timings of the school day remain unchanged. School will start at 8:35am and finish at 3:10pm. However, students will enter and leave the Academy at different entrances. The Heads of Year have produced videos outlining which entrance students should use when arriving at school and I have attached a map to this letter indicating where students will need to enter the Academy on the first day. The videos will be released on social media and on our website over the coming days.

On arrival at the Academy students will be asked to remove masks if they are wearing them. This is in line with current government guidance. Hand sanitising stations have been added to all classrooms and students will be expected to sanitise their hands whenever they enter a room. Each year group will also have a dedicated set of toilets that they can use within their area.

Students will be expected to wear full Academy uniform every day. They may, however, wear their PE kit to school on the days they have PE as we will not be using changing rooms, due to social distancing arrangements, for the foreseeable future.

There will be significant changes in the dining room and the provision of meals. We are no longer using bio-metric services such as fingerprint technology to pay for meals due to risk of transfer of infection. Therefore, each student will be given a card that they will be using to pay for any food and you should have had communication from the Academy on how to set up your Parent Pay account. Due to the amount of cleaning required in areas such as the dining room we will be unable to provide food at breakfast time or at breaktime and therefore you should ensure that your child has enough food to sustain them through to lunchtime. At lunchtime we will have two hot options, meat and vegetarian, and then a selection of paninis and grab bags. Again, I have attached the menu to this letter so that you can see the selection of food that is available.

Lesson changeover will be a time when students will have to pay close attention to social distancing arrangements. I will expect students to keep to the left on corridors and not to congregate in groups of any size and to enter classrooms efficiently when they arrive at their class. In lessons teachers are expected to maintain social distancing arrangements and will therefore teach from the front of the room and use all forms of technology available to support learning in the classroom.

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**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Registered Office:  
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Students must bring their own equipment as it is no longer possible for us to loan pens, pencils etc and then share them with other students. Please make sure that your child has all the necessary equipment for lessons including a school bag.

There are a few key points that you should be aware of to make the return to school process safe for everyone. It is important that we maintain proportionate infection control and social distancing measures when we welcome back all our students and staff from the start of the Autumn term. To ensure everyone's safety, we will be enforcing the following as part of our Risk Management Plan:

Anyone who is unwell and displaying symptoms of Coronavirus will be asked to stay at home for ten days.

Robust hand and respiratory hygiene practises will be encouraged and enforced.

Enhanced cleaning will be undertaken as necessary, including cleaning any frequently touched surfaces throughout the day.

- The NHS 'Test and Trace' system will be actively used and followed.
- Limitations will be placed on the number of people our staff and students encounter during the school day.
- Large gatherings will be avoided as much as possible.
- Students will be grouped together and be required to remain in these groups.
- Contact between groups will be avoided.
- Classrooms will be arranged with desks facing forwards (where practical to do so) to minimise face-to-face interaction between students.

Students will be asked to remain at least two metres away from members of staff, where practicable. Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you as soon as possible.

If your child becomes unwell whilst at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, they will be sent home immediately. They will be isolated within the school and supervised, as necessary, until they can be collected. The school will contact you via telephone as soon as possible should your child need to go home. If we do not have your up-to-date contact details, please contact the school office on 0121 5588086 as soon as possible, to notify us of any changes.

If your child becomes unwell at home and is presenting with symptoms of Coronavirus (listed above), we ask that your child does not attend school and instead stays at home for the next ten days or until they test negative for Coronavirus. We encourage all families whose child is presenting with Coronavirus symptoms to get them tested and, where required, their family. Please contact the Attendance Team via telephone before 8:30am to notify us that your child will not be attending. We also ask that you notify the Attendance Team as soon as possible with the results of any Coronavirus tests your child has undertaken. Should families need to attend school for any reason I would ask that this is by appointment only.

Finally, attached to this document you will find an updated Academy Map, Menus for the week and entrances to the school site that all year groups must follow. I know that there will be uncertainty and in some cases concerns about returning to the Academy, but I would like to reassure you all that we have robust measures in place and that we very much looking forward to students returning to the Academy.

Yours sincerely



Mr D Irish  
**Principal**

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