

14 July 2020

**Re. Arrangements for Students in September 2020 – New Year 7**

Dear Parents and Carers,

We are really looking forward to welcoming your child to the Academy in September. You will appreciate that all schools have changed the way they operate, so I'm writing with all the information that you and your child need about starting with us in September 2020.

The information below adheres to all government guidelines and is detailed more fully in our risk assessment, which can be found on our website. It is a statutory requirement for all students to return to school in September. We will continually strive to provide the very best education, care and experience for your child, in a safe environment.

**Return to school Dates and Times**

Students in the new Year 7 group will start on Monday 7 September and will finish at 3.40pm that day. They should enter the Academy via the ORANGE zone entrance, which is the normal 'Students' Entrance' at the front of the Academy. They may enter anytime between 8.30am and 8.50am, to reduce congestion. Students should wait on the front Plaza, maintaining a sensible distance from each other, if they arrive before 8.30am.

All students will return to the Academy (Years 7-10) on Tuesday 8 September. They may enter the building anytime between 8.30am and 8.50am, to reduce congestion. The Academy has been split into 4 zones for each Year Group Bubble to work in each day. Students will be working exclusively in the following zones on the 8 September and must follow the signs to the following zone entrances:

Year 7	ORANGE Zone (Enter by 'Student Reception')
Year 8	BLUE Zone (Enter by 'Gate to Playground in the Car-Park')
Year 9	GREEN Zone (Enter by 'Science Fire Door' – front left of Academy)
Year 10	RED Zone (Enter by 'DT Fire Doors, via Front Plaza')

These first two days will consist of transition and 'getting to know you' activities for the Year 7s and activities designed to 'Bring our Academy community back together again', after such a long break. All students are expected to wear full Academy uniform on 7 and 8 September. No PE kit will be required those days. Students should bring their school bag with pencil case (and packed lunch if required).

The Academy day will run from 8.30/8.50am to 3.40pm for the first week.

'Prep' (supported independent study time) will begin on Tuesdays and Thursdays from the second week, meaning that the Academy day will finish at 4.15pm on those days from 15 September.

## **Year Group Bubbles**

We are fortunate that the Academy building is not yet full. This has allowed us to operate a 'Year Group Bubble' in each separate 'Zone' each day. Rigorous cleaning at the end of the day, will allow bubbles will rotate to different zones the next day, enabling students to access all specialist teaching spaces and facilities during their two week timetable.

Students' timetables (distributed on Tuesday 8 September) will indicate their daily zones with colour and words. There will also be clear signage outside and around the Academy to identify the zones and separate entrances.

For everyone's safety, students must not move between zones during the Academy day and to do so deliberately would be viewed as serious misconduct.

## **If Your Child Is Unwell**

Children must not come into the Academy if they are unwell or self isolating according to the current guidelines, or if a member of their household is displaying Coronavirus symptoms. Symptoms of Coronavirus include: a temperature; a new cough; a change to the sense of smell or taste.

If you are unsure, please call the Academy before sending your child in.

Children who become ill during the Academy day will be looked after by our First Aid staff and you will be contacted immediately. If children are displaying any Coronavirus symptoms, we will ask you to collect them as soon as possible.

If you are concerned about your child's or family's health and safety when students return in September, please contact [info@wixamsacademy.co.uk](mailto:info@wixamsacademy.co.uk) or [lshorey@wixamsacademy.co.uk](mailto:lshorey@wixamsacademy.co.uk) to discuss further.

## **Travelling To And From The Academy**

Children should observe sensible social distancing rules and maintain 2m from other students and people wherever possible.

Students will be organised into totally separate 'Year Group Bubbles' within the Academy, so they should avoid travelling to and from the Academy with students from other year groups, unless absolutely necessary.

When students approach the Academy, they should move towards their allocated 'Zone Entrance' for that day. Students must not go near 'Zone Entrances' for other year groups. We would appreciate your support in ensuring that your child understands the importance of these guidelines.

## **Buses and Bicycles**

Buses will be running from 7 September. An additional letter about '**Bus Travel**' will be sent out later on this week.

We strongly encourage all students who can walk, scoot or cycle to school, to do so. This benefits the environment, their fitness and aids good health.

Students are to use the main external Bicycle Shelter at the front of the building. Bicycles should be locked up with as much space between each other as possible. Please ensure your child locks their bike with the strongest lock possible.

All students are strongly urged to wear a helmet each day and to use lights from November to March.

### **Keeping Everyone Safe In The Academy**

Students will spend their entire time in the Academy in separate 'Year Group Bubbles'. They will be educated to minimise viral transmission in the following ways:

- Frequent hand washing or sanitising
- Maintaining a social distance whenever possible
- Sitting in the same seating plan in most classroom based lessons
- Avoiding any physical contact with fellow students or adults
- Wiping down personal equipment or spaces, where appropriate

In addition, the Academy has more than doubled its cleaning hours for September to allow for daily cleans of all zones and ongoing cleaning during the Academy day of all commonly used areas.

Anyone arriving in a facemask and choosing not to wear it while in the Academy, will be expected to bring a plastic bag to keep it in during the school day. If they're using disposable face coverings, these will be put in a covered bin.

Please be aware, that some staff may be wearing transparent face coverings in September.

### **Entering And Leaving The Academy**

Students will enter and leave the Academy via the Zone Entrances shown on their timetables for that day. Tutor time will run in a flexible format from 8.30am to 9.00am, meaning students may arrive anytime between 8.30am and 8.50am. There will be members of staff to greet students at each entrance and to help them find their tutor bases for that day.

The Academy day will finish at 3.40pm each day (with 4.15pm finishes starting on Tuesdays and Thursdays from 15 September). Teachers will stagger the actual leaving of students from each zone by a few minutes, to minimise congestion.

Parents and Carers are not to congregate near the entrances to the Academy. They should remain at a safe distance and observe sensible distancing guidelines.

Parents and carers may only enter the school site or buildings if they have a pre-arranged appointment.

Please do not use the Academy car-park for drop off and pick up. An alternative would be to use the public car-park by the Wixams Astro Pitch to drop off and pick up children.

### **Breakfast Club**

Starting on Monday 14 September, a 'Breakfast Club' will run in each of the four zones each day from 8.15am to 8.30am. Prices are £1 for a cereal bar and 50p for a drink carton. Children entitled to Pupil Premium do not pay. Payment is cashless, so all students simply give their name to the member of staff running the club and any payments will be debited from that account.

## **Uniform And Equipment**

Students will wear full uniform on 7 and 8 September. From 9 September, students should come to school already dressed in their PE kit or Performing Arts kit, if they have PE or Performing Arts on their timetables those days, OR in full Academy uniform if they do not have those subjects that day.

Students must always bring their school bag, pencil case and laptop. It is important that students only bring the minimum to the Academy each day. There will be no sharing of resources permitted, but we do of course have spares for students who have forgotten an item, so please do not worry!

## **Learning and our Curriculum**

Teachers may modify their lessons at the start of the academic year, with the aim of returning to our normal curriculum for all students as soon as possible. Although many children have engaged well with home learning activities, it is not the same as being in school. It is therefore anticipated that some children will return to school with gaps in their learning, so teachers will develop 'catch up' programmes. This will be combined with a strong emphasis on emotional wellbeing, making sure that children feel good to be back, feel safe to be with their classmates and can thrive in their learning. By working closely with parents we expect students to make rapid progress.

## **Lunchtime and Dining**

We will run two lunch hours at 12.30 and 1.30pm. Two bubbles will attend each lunch hour, using two separate dining halls. Each year group will have some 'early' and some 'late' lunch hours over their two-week timetable.

Students may bring a packed lunch or have a meal provided by our excellent Catering team. This term we require everyone to pre-order their food in advance using ParentMail. A full lunch with pudding is £2.60 per day. Menus will be sent out at the end of August.

As new families, we recognise that you will not have ParentMail set up until September, so we will shortly be sending out a **'Pre-Ordering Dining Form' email**, with which you can order your child's food for the first two weeks of term. Payments will be debited from your account once it is set up, so children **do not need to bring money** with them in September.

If your child's allergy or special food requirement status has changed since you completed the entry paperwork, please contact [rmarotta@wixasmacademy.co.uk](mailto:rmarotta@wixasmacademy.co.uk)

## **Break Times**

These will run at 10.10am ('early') or 11.10am ('late'). Again, each bubble will have its own zone of the playground, play equipment and indoor areas in the case of a wet day.

## **Extracurricular Clubs**

These are a very important part of Academy life. After-school clubs will not operate at the start of term, but we will work hard to introduce 'Year Group' clubs as soon as possible in the term.

### **Lockers**

We have installed lockers for each child, but these will not be accessible whilst we are operating the zoning system. A space will be allocated in each zone every day for students to leave bulky items.

### **Laptops**

We are finalising our 'Students' Laptop Scheme' for new Year 7 students and I will write to you as soon as it is ready. We aim to order students' laptops for distribution early in the Autumn term.

### **Mobile Phones**

A reminder that students may bring a mobile phone to the Academy, but it may only be used in supervised dining and social areas. We will make the rules clear to students in the first week of term.

Finally, I would like to thank you in advance for helping us make these systems work. We have a brilliant staff team waiting to teach and care for your children in September and I believe that our 'zone system' will allow all students to access an excellent education and experience at the Academy.

We will keep you informed of any further changes and would encourage you to ask any questions at all, either this week or during the summer holiday. Please use our [info@wixamsacademy.co.uk](mailto:info@wixamsacademy.co.uk) email address to contact us during the break.

Yours sincerely,



Paul Spyropoulos

**Principal**

