

Thursday 16th July 2020

Dear Parents or Carer

We hope that you are all safe and well at this time. Firstly, we would like to take this opportunity to thank you for your continued support, particularly over these last few months. It really has been a team effort with members of staff, parents, carers and governors working together to ensure our young people are safe and that their learning has still been able to continue. We are really proud of our students' commitment to learning since March. Without doubt, this academic year has been unprecedented and not without its challenges. However, we are proud to say that our students' safety and wellbeing has been at the heart of any decisions made. Our safe, steady and gradual approach has been one which has been purposeful and effective.

Moving forward, as you are aware from the media and from the letter from our Chief Executive Officer, Debbie Clinton, that you received last week, all schools and academies in England are fully reopening to all students from September 2020. The guidance from the Department of Education published on Thursday 2nd July 2020 has given us a great deal to consider, particularly concerning the logistics of ensuring everyone can return to our academy safely in September, whilst still accessing a broad and balanced curriculum.

Working with staff both within our academy and MAT, we are now ready to communicate our plan to you. The safety of students and staff remains the number one priority and, as a result, there will be several key steps implemented when students return in September.

When does my child return to the academy?

- **Wednesday 2nd September 2020 – Years 7, 11, 12 & 13 start**

Year 7 and Year 12 – Arrive by 8.40am

Year 7 use main gate entrance

Year 12 use entrance on Pool Hayes Lane

The earlier start to Years 7 and 12 students gives these students an opportunity to have an additional period, on the first day, due to not having a physical transition day.

Year 11 and 13 – Arrive by 9.30am

Year 11 use main gate entrance

Year 13 use entrance on Pool Hayes Lane

- **Thursday 3rd September 2020 - All year groups attend**

We will not stagger starts from Thursday 3rd September 2020 as students naturally arrive at different times. Therefore, all students should arrive by 8.40am and go to their designated year group outside space:

Entrance points are as follows:

Main gate: Year 7, Year 8, Year 9, Year 10, Year 11
Entrance on Pool Hayes Lane: Year 12 & Year 13

Year group outside space zones are:

Year 7 – Year 7 playground
Year 8 – Field by Art block
Year 9 – Tennis Court
Year 10 – Middle Courtyard
Year 11 – Front of school near Maths and Sixth Form block
Sixth form – Outside Sixth Form block

It is important, as far as possible, that students stay within their allocated outside space zone in order for them to minimise contact with students from other year groups.

- Year 7, 8 & 9 students will be kept within the same 'bubble' for both their subjects, and form time. Due to options, it is not possible for Year 10, 11, 12 & 13 students to always remain within the same 'bubble'. However, movement around the academy has been minimised so KS4 and KS5 students remain within their year group. Contact with other year groups has therefore been minimised. Each year group will be allocated a separate 'zone' in the academy building. This means that students will have most of their lessons in the same classrooms. The only exception to this is when students have to move to specialist areas for practical lessons such as PE.

During social times, students will also be allocated separate year group 'zones' as far as possible. (see above) This is to adhere to government guidelines that year groups should keep separate. Please note though, due to smaller numbers, that Year 12 and 13 will be classed as a single 'bubble'. Their zone will be, as far as possible, the Sixth Form Block. The purpose of this is to limit student interaction, therefore, minimising risk. Students must stay within their year group bubble. For this reason, we will be adhering to one-way systems within the academy, as far as possible, again to minimise student interaction between different year groups. In this way, we can reduce the number of contacts between students and staff and between students of different year groups.

Attendance

It is important that all children return to the academy. Our Attendance team will be monitoring this very carefully and the normal attendance procedures will apply from September 2020. The exceptions to this will be:

- When a student is self-isolating because they show symptoms of the Covid-19 virus or they live with someone with these symptoms

- Although shielding advice will pause on 1st August 2020, those students who are under the care of a specialist health professional should discuss their care with their health professional before returning to the academy.

If any parents or carers are feeling anxious about their child returning to the academy, they should contact us so that we can discuss your concerns. Finally, your child will of course have access to our excellent pastoral team when they return. We are aware that the lockdown has been a difficult time for many of us, including our pupils. Please let us know if you think your child might need extra support when returning to school, such as if they feel anxious about coming back or they have experienced a bereavement.

End of the Academy Day

There will be staggered finish times for different year groups to keep year groups separate from each other, as far as possible, as well as minimising whole school movement at any one time. These times are as follows:

Year Group	Days and Time
Year 7	Monday and Friday 2.20pm
	Tuesday, Wednesday and Thursday 3.15pm
Year 8	Monday and Friday 2.25pm
	Tuesday, Wednesday and Thursday 3.20pm
Year 9	Monday and Friday 2.30pm
	Tuesday, Wednesday and Thursday 3.25pm
Year 10	Monday and Friday 2.35pm
	Tuesday, Wednesday and Thursday 3.30pm
Year 11	Year 11 Intervention session details have been provided for Year 11 parents & carers
Sixth Form	Monday and Friday 2.35pm
	Tuesday, Wednesday and Thursday 3.30pm

Year 11 Intervention Sessions

Please note compulsory Year 11 Period 7 sessions will start from Monday 7th September 2020.

Day	Time	Subject
Monday	14:35 – 15:35 (Period 6)	Maths X Band Science Y Band
Tuesday	15:30 – 16:30 (Period 7)	English X Band English Y Band
Wednesday	15:30 – 16:30 (Period 7)	MFL/Humanities (Alternating weeks starting with MFL in first week)
Thursday	15:30 – 16:30 (Period 7)	Science X Band Maths Y Band

On Fridays the academy day finishes at 14:35pm for all students. This provides the opportunity for students to attend enrichment activities.

Lunch and Break Times

1. For the Autumn term, we will not be offering any catering facilities at break time. However, students are obviously welcome to bring in a snack for break time. This may be extended into the Spring term, depending on guidelines.
2. Lunchtimes will be staggered to separate Key Stage 3 (Years 7, 8 and 9) from Key Stage 4 & 5 (Years 10, 11, 12, & 13). We are currently working with our catering team to review what we can offer. The plan is that food would be delivered to students in their year group zones at the start of lunch time. We will not be using the hall for lunches, as we normally would, in order to minimise risk by keeping bubbles apart, whilst students are inside the academy building. We will, therefore, operate a different system for catering facilities on site. We are planning on implementing a pre-order system, ready for our return in September. A lunch menu and instructions of how to order for the following week would be shared each week. All food orders made through the new system would be delivered to the

corresponding classrooms on the respective day at lunchtime. Further details of this new system will be shared with you over the summer. We operate a 'cashless' system at the academy and therefore no cash payments are accepted on site. All students purchasing from the academy menu will need to ensure that funds are credited via SchoolMoney in a timely manner. Students eligible for free school meals will not need to add credit to their accounts. Any students wishing to bring in a packed lunch will still be able to do so.

3. Children will be expected to wash or sanitise their hands on entry to the academy and then regularly throughout the academy day – before and after break, before and after lunch and before home time. All classrooms will have hand sanitiser dispensers and wipes.

Changes to Organisation of the Academy Day

1. Unfortunately, there will be no physical assemblies in the hall until further notice. We will use technology to ensure key messages are communicated to students.
2. We will make adaptations to the classrooms, supporting social distancing where possible. This will include seating students side by side in rows, facing forwards.
3. In order to minimise movement around the academy, the structure of the timetable will alter to a model where most lessons will become 'double periods.'
4. We hope to still be able to offer extra-curricular activities for students. More information on activities will be sent out in September.
5. We will continue to minimise external visitors to the academy site. Where this is essential, we will continue to ensure that every visitor signs into the academy so we have an effective record of who has been on site and when and ensure that they do not come into contact with any student bubbles unless for a planned activity.
6. Students or staff will not wear face masks during their time in the academy. However, a member of staff will wear PPE if he/she has to provide first aid to students and therefore, have to break the current social distancing guidelines.

High Expectation and Personal Organisation

1. The academy Uniform Policy will take effect again from 2nd September 2020. Students will be expected to wear full academy uniform. Details of academy uniform are on our website and enclosed with this letter. Mobile phones must not be seen or heard in the academy. If students have their phones out, they will be kept safe until the end of the day when they will need to be collected by a parent or carer. As ever, any breaches of our Behaviour Policy will be taken extremely seriously.
2. Students will be able to access the PE curriculum. In order to remove the need for changing rooms, students will come into the academy in their full academy PE kit and remain in it for the day when they are timetabled to have practical PE lessons. Students will be given more information regarding this in September.

3. All Year 7-11 students will be given their own pencil case with stationery. However, they can bring in their own from home if they prefer. It will be students' responsibility to replenish their pencil case items when appropriate. Being fully equipped for lessons is an expectation which must be met by all students. Students should not share this equipment with others. Students will be expected to bring a bag to school large enough to carry their books and equipment.
4. We are allowing students to take exercise and reading books home.
5. Students are permitted to bring their own hand sanitiser but we will be installing a sanitiser station in each classroom where hand sanitiser will be accessible to all.
6. We will be teaching a broad and balanced curriculum while also taking into consideration the significant gaps in students' knowledge following the period of partial closure. Please be reassured we will be working to ensure these gaps are filled. The creation of 'knowledge organisers' for each scheme of learning is just one way in which this is supported. From September 2020, the increase in curriculum time as a result of the changes to the academy day will help us to ensure students' knowledge, progress and overall learning is back in line with where we would expect it to be, for their ability and age. The additional lesson for Year 11 students also supports students who will be completing their final assessments in the Summer of 2021. We will also work to ensure Year 11 and 13 students, in particular, have the opportunities to attend revision sessions in non-term times. Staff have made adjustments to their schemes of learning to ensure we identify and address any knowledge gaps quickly and effectively.
7. We are in the process of carrying out a full re-opening risk assessment, updating the current risk assessments that are already in place since the 15th June 2020 wider opening to Year 10 and Year 12. Risk assessments will be shared on our website prior to re-opening.

Health Concerns

1. Any child displaying Covid-19 symptoms during the academy day will be immediately isolated from their peers. Parents or carers will be informed and will need to collect their child immediately.
2. We must ensure that staff members, parents and carers, book a Covid-19 test if anyone in their household is displaying symptoms. Based on government guidance, we will have to send home those children and staff who have been in close contact with the child who has tested positive, advising you to self-isolate for 14 days. During this self-isolation, remote learning will be in operation. We will also actively be involved in the national NHS test and trace system.


Additional Information

1. If you require more information, we would kindly ask that you email office@poolhayes.attrust.org.uk and include your child's name and year group. Your email will then be forwarded on to the relevant member of staff.
2. There will continue to be restricted access to the academy site for parents and carers. Enquiries should, as far as possible, be made by telephone or email to the academy office.
3. We have increased cleaning coverage to ensure enhanced cleaning of frequently touched surfaces such as handles, grab rails, toilets, classrooms and shared areas during the academy day. This thorough, advanced cleaning schedule will continue for the foreseeable future.
4. We will continue to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. We have a duty of care to respond effectively and swiftly to any risk of infection. This will involve contacting our local Public Health England protection team in case of a confirmed case of Covid-19, who will guide us through the actions we need to take.
6. Unless your child is in Year 7 so is just joining our Pool Hayes Academy family, your child will have the same Year Leader next academic year as they did this year to ensure consistency. To summarise, our Year Leaders are as follows:

Year 7 Miss Adams
Year 8 Miss Jones
Year 9 Mr Penn
Year 10 Ms Agha
Year 11 Mr Francis
Sixth form Mrs Mason-Wait

We hope this letter has reassured you that we have carefully planned the full re-opening of our site in September, with both the safety and quality of education of your child as integral aspects of these plans. Whilst there are several measures in place, it's important to note that apart from reduced movement around the academy, students should have a relatively unchanged experience in terms of the depth and breadth of the curriculum they will receive. Our students will receive the education they rightly deserve. We will be monitoring the situation throughout the holidays and should anything change, we will be issuing updates to you all. We look forward to welcoming your child back in September. Until then, please stay safe and well together and enjoy your summer.

Yours faithfully,



Mrs P Harris
Principal