



Dear Parents and Carers,

17th August 2020

RE: Information for September Return to School

It has been a very difficult and unique time over the last 5 months; however, we are now looking forward to welcoming your child back into the academy full time, with a staggered start from the 2nd-4th September. As you are aware, things are going to be very different and there will be anxieties with the thought of returning for some students and parents, but I would like to take this opportunity to update you on some important information for their return and our response and actions following our consultation with parents/carers and staff, to help alleviate these anxieties.

Important Update - Arrangements for the first week of term

- **Tuesday 1st September** – Staff training **(No students in school)**
- **Wednesday 2nd September** – Staff Training in the morning. Year 7 arrive for an induction afternoon from 12.30pm - 3.00pm **(no other year groups are to attend)**
- **Thursday 3rd September** – Years 7 and 11 (only) all day. Year 12 induction from 8.30am to 11.30am and Year 13 from 12.30pm to 3.00pm **(No Students in Years 8, 9 or 10 are to attend)**
- **Friday 4th September** – **All year groups** will return between 8:20am-8:30am and complete their first full timetabled day.

Students will be expected to be in full uniform and have all equipment with them as outlined in the uniform and equipment guide.

Important Update - Tutor group changes

We have had to change the tutor and registration groups for all students in the Academy, only in the short term, to meet government guidance on keeping students in year group bubbles. Your child will still be in the same College; however, we have had to temporarily move students into 2-year tutor groups in each college. For example TULL will have two year 7 groups, 7T1 and 7T2 etc. For students in year 7 and year 8 this tutor group will also be their teaching group for all lessons throughout the week. Students in all other years will have lessons in their normal option groups and sets but have registration and a small number of lessons in their new year form group.

Important - Information about your child's new year specific tutor group and tutor base will be emailed and sent via text to you by the end of week beginning 17th August 2020. New Year 7 students will have already received this information in the August Newsletter.

We will revert to the old vertical tutoring system once government guidelines have been relaxed. We are expecting students to be in these year specific tutor groups up until Christmas 2020.

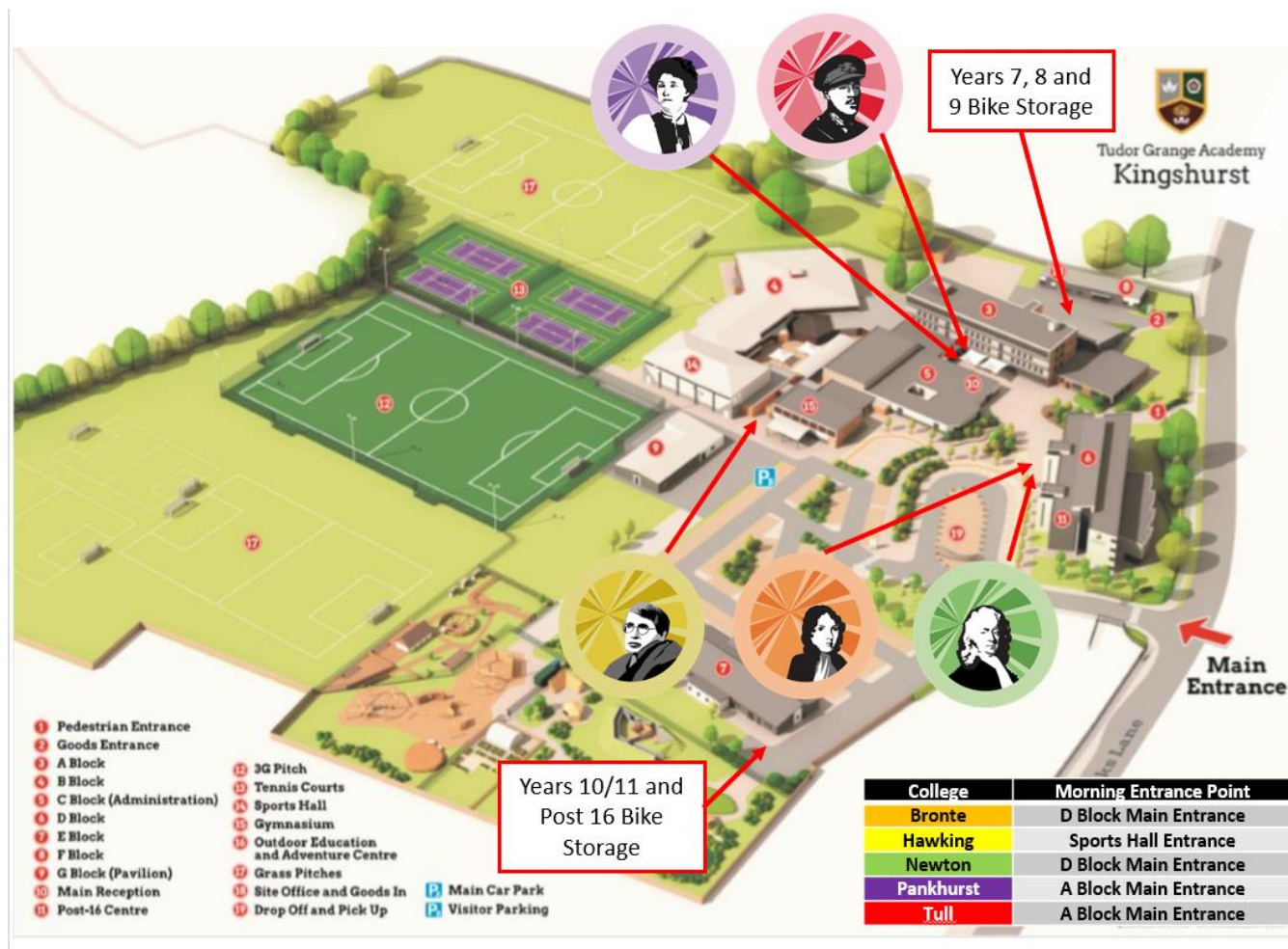
Important Update - College Morning Entrance Points

Students will have specific entrance points, based on their College areas, to try to minimise congestion in the morning. Please note;

- Students and parent vehicles will not be allowed on-site before 8am each day.
- Students will not be allowed into the school buildings until 8:20am each day. There will be a 10 minute window to get to registration to stagger congestion, from 8:20am-8:30am each morning.

Tutors will be ready and waiting to greet their tutees from 8:20am each morning on their College corridor.

- Students will be expected to not congregate outside at entrance points and should try to maintain social distance wherever possible as they wait for entrance points to be opened each morning.
- If students arrive on a bike, please use bike racks behind A Block (For years 7,8,9) and Racks and fence behind K2 (Years 10/11/Sixth Form). Please ensure all bikes are chained and locked for safety.
- Please see College entrance point map below.



Important Update - Cashless Catering System

The Academy has introduced a cashless catering system over the summer. From September, students will not be able to load cash onto their catering accounts in the Academy. Parents can preload money onto their child's account in two ways; ParentPay, will continue to be our normal online payment service that most of you will be familiar with. The second option is via Pay point Top up cards where payment, in cash, can be made at local Pay point stores. You should have already received information on how to set these up. If not please email our finance manager for this information again, KPendleton@kingshurst.tgacademy.org.uk. Please ensure students accounts are topped up in advance of starting in September.

Students receiving free school meals will continue to get their daily allowance automatically added to their account each day. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

A letter explaining the cashless catering system is also on our website in Parent Post for your reference. I have included the link here for you to access this letter.

https://www.kingshurst.tgacademy.org.uk/?wpfb_dl=207



Full reopening: phase two consultation (Principal's Update)

Following the consultation letter and feedback survey sent to parent/carers at the end of term, I am now writing to update you on our plans for re-opening fully in September. At that time, I explained that we would take a cautious approach to planning and that we would take a phased approach to reopening through consultation.

In this letter I will outline the outcome of the first phase of consultation. I will also clarify our responses to frequently asked questions based on local and national information and updated government guidance.

Phase one consultation outcome:

We are grateful to parents who responded to this first phase of consultation. In this document we outlined the measures that we would take in response to government guidance that had been issued, our aim is to embed the four essential hygiene controls outlined by the government to keep our community safe.

These controls are:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

We also outlined the additional measures that were under consideration to reduce social mixing and contact within school including the introduction of staggered breaks, split lunch zones, reducing lunch time to 30 minutes and maintaining year group/key stage 'bubbles'.

This is a summary of the responses to our proposed measures for implementing each control:

- 120 respondents (94%) stated that plans were adequate to ensure safety
- 6 respondents (4%) stated that plans were partly adequate to ensure safety
- 2 respondents (2%) stated that plans were not adequate to ensure safety
- The majority of respondents expressed support for Option 1
- Many respondents expressed confidence in leadership and preparation
- Many respondents described the plans as comprehensive, thoughtful and considered

This information suggests that respondents were confident that the hygiene controls would ensure that students would be kept safe. We have continued to advance our preparations over the last month to put all the previously stated controls into place. For example, we will install hand sanitising stations outside class rooms throughout the school, we have installed floor markings in all corridors and outdoor spaces to ensure that students walk 'one way' or 'keep left', we have reduced movement time around the school throughout the day structure and we have secured additional cleaning capacity to ensure that we operate a clean site.

We have reviewed all the questions that were asked in response to the consultation. The responses below are based on an updated review of the national and local data alongside the updated government guidance from 10th August. We have written brief responses to these questions in response:

What will the school do regarding the use of face coverings?

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also

be negative effects on communication and thus education. As a result, students will be encouraged to wear face coverings when using public transport or school buses (in line with operator expectations). However, students will remove face coverings on arrival onto the Academy site.

How will students be supported to manage 2-hour lessons effectively?

We have allocated professional development time to support teachers to prepare for this change so that lessons meet the needs of all students. Teachers will apply ‘chunking’ techniques to ensure that curriculum content is accessible for students with additional needs. Leaders will regularly monitor the quality of experiences for students through lesson visits and by talking with students.

What provision will be put in place to respond to the mental health needs of students?

We recognise that this is a priority as we welcome students back to school and rebuild our community. During lockdown all teachers completed professional development led by Educational Psychologists so that our staff team will be well prepared to anticipate the needs of students as they return to routine. Students will participate in an induction day with their tutor group to allow them to gain confidence as they return to school. All students will access a Personal, Social, Health Education curriculum that has been adapted to give greater time for discussion of concerns/ develop knowledge and awareness of social and emotional and mental health and the things that we can all do to safeguard this. Form tutors will offer pastoral support and guidance for all students. We will continue to work with external agencies in the best interest of students in need of further support.

What will be the specific structure of the day?

We will implement a revised structure to our day for the Autumn Term.

Time	Activity	Notes
8.00 a.m.	Gates open	<i>Students can enter the school site and remain outside the school buildings.</i>
8.20 a.m.	Doors open	<i>Students enter the school at their ‘specified’ door and follow the one-way system to their tutor base. There is a 10 minute window to get to form bases.</i>
8.30 a.m.	PSHE/Tutor (25 minutes)	<i>Students will be in their tutor base and will have sanitised their hands on entry.</i>
8.50 a.m. – 3.05pm	Years 7 & 8 single, double, double. Years 9, 10 & 11 double, double, single.	<i>Structure of Lessons throughout the day. Single = 1 hour lesson; Double = 2 hour lesson. Staggered 15 minute break. Staggered 30 minute lunch. Specific ‘serving’ areas to avoid mixed queuing.</i>
3.05 p.m.	End of day	<i>Students will be dismissed by their teacher, final registration will be replaced by attendance being taken by their period 5 teacher to reduce further movement around the Academy.</i>
3.05 p.m.	Extra-curricular / catch up	<i>This time is available for extra-curricular clubs and catch up opportunities.</i>



Main Points

- The planned timetable would be adjusted to reduce the number of transitions. **Instead of 5 lessons per day, there would be 3 lessons per day. The normal 2-week timetable would be spaced over a 4-week period.** No curriculum time would be lost.
- There is a common staggered start time, between 8:20-8:30am and multiple arrival points to prevent social mixing.
- Each year group would be allocated a 15 min break (1 key stage on a break at a time but split between different serving venues).
- Each year group would be allocated a 30 min lunch period (1 key stage on lunch at a time but split between different serving venues).
- Horizontal tutor groups will replace vertical tutor groups so students remain in year group bubbles for lessons, registration and breaktimes.
- At 3.05pm, we will offer a programme of both extra-curricular provision and catch-up interventions that will ensure students do not miss out because of the limitations that we will face during lunchtimes.

What access will parents/carers have to the academy site throughout the day?

Parents/carers can drop off and collect students at the beginning and end of the day. Government guidance stipulates that there will be **no visitors allowed** on site during the school day to minimise contact. Appointments can be made for the end of school day, but wherever possible we will try to do this via a phone call or online. No “walk-ins” will be permitted throughout the day.

Will students have to wear full school uniform?

Yes. This is important as students return to school routines and high expectations. If you child has PE, for that day only, they must wear their full kit to the academy, with their blazer over this, and a coat, if required.

How will school buses be organised to limit social mixing?

We have discussed travel with the authority and bus providers who have clarified their processes for reducing social contact:

- Students must wear a face covering to be allowed onto the bus.
- Students must use a hand sanitiser when they get onto the bus.
- Students wait at the bus stop and stand back to allow the driver to disembark first at the stop - do not get on quickly and maintain social distancing.
- The first students in the queue will get on and go to the back of the bus. When arriving at school they get off, from the front first to avoiding walking past others. This is the same on return.

It still remains that government guidance advises that students must avoid the use of **public transport**, where possible. When students do use public transport, then face coverings must be worn and social distancing applied where possible.

How will students be trained to use sanitising stations and to keep their distance on site?

To ensure that students understand the important hygiene controls in place at school, as well as our expectations, they will have an extended tutor period before starting their curriculum timetable to go through this thoroughly.

How will toilets be accessible during the day?

Students will be able to access toilets during the day. The main entrance door to the toilets will remain open to ensure good ventilation, prevent congregation and limit touch points on door handles to limit the risk of cross-contamination. There will be a limit of two students in the toilet area at any time. We will ensure that privacy is maintained. These will be regularly cleaned and supervised at all times

Will Sixth Form students still be able to use their independent study zone as part of their experience?

Yes, a new Sixth Form study/social area has been created. Students will engage in independent study in the Sixth Form centre and be able to purchase refreshments, utilise IT equipment and be able to activate their personal computer/iPad to safely access the Academy's IT network.

Phase Two:

At this stage, we have made significant progress since the initial consultation to prepare for reopening. I can confirm that all hygiene measures previously stated will be in place by Tuesday 1st September and that the responses to frequently asked questions (above) will be part of our finalised plans.

Phase Three:

We have come a long way over the summer months. Subject leaders have spent time reviewing the national guidance for practical activities. I wish to reiterate my commitment to you that we will not simply remove subjects from the curriculum. I know that they will all need support as they rebuild confidence and that this support will look different for each of them. I can assure you we have a team of staff who will be ready to nurture, encourage and support them as they return to school.

Thank you for your continuing support as well as all of your messages of encouragement over the summer. They make all the difference.

Yours faithfully,

D Turner

Executive Principal