

J/DR/SLT/Lets/20-21

27<sup>th</sup> August 2020

Dear Parents and Carers,

I hope that you and your family are safe and well.

Following on from my letter sent on the 17<sup>th</sup> July 2020, I would like to update you on what has been put in place to ensure a smooth and safe return for staff and pupils in September.

Over the summer, we have been working on implementing the guidance set out by the government and have written a workplace risk assessment. We have consulted with staff, unions, and have had further legal scrutiny. On Monday the risk assessment was approved by our Governing Body and on Thursday, procedures and controls will be scrutinised by the Board of Trustees of our Multi Academy Trust (Hollingworth Learning Trust). We will publish our risk assessment on our website following this meeting on Friday 28 August.

I have organised the key issues in headed sections below. These take you through the preparations you need to make before your child returns to Hollingworth and then describes the changes we have made to the school day from arrival in the morning, to their departure in the afternoon.

### **Uniform**

The government has stated in guidance that it would 'encourage all schools to return to their normal uniform practices' and 'uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different to normal.' Given this, we will be running school as normal with pupils in uniform and staff in formal professional attire. We believe that this familiarity will help us to transition back into the routines and expectations of learning in school and being part of our school community.

In line with recent government guidance, pupils will be required to wear an appropriate face mask when moving about the building. This is an essential part of their everyday uniform. If they wish, they may wear a face mask in lessons, although this is not a requirement. This is an area where the government advice may change and we will respond appropriately.

### **What should your son/daughter bring to school?**

From September, pupils will not be allowed to use their lockers. This is due to social distancing and hygiene practices. As a result, we ask that pupils only bring into school what they need for that school day.

We recommend:

- School bag, containing their relevant school books for that day.
- Pencil case with pens (black or blue), pencil, ruler and eraser.
- Calculator and geometry set for maths lessons.

- A reading book.
- PE Kit – only if they have the lesson on that day.
- Earphones for ICT.
- Dictionary for language lessons.
- Water bottle.
- Packed lunch / break time snack.
- Coat, in case of poor weather.
- In line with recent government guidance – a face mask.

### **Attendance**

The government is clear that school is not optional and all children should attend. However, we recognise that there may be circumstances where this is not appropriate; for example if your child is self-isolating. If, at any time, you believe this is the case, please contact Mr Morrell via phone or on [mmorrell@hollingworthacademy.co.uk](mailto:mmorrell@hollingworthacademy.co.uk).

### **First Day**

We are really looking forward to seeing our pupils again and meeting our new Year 7 pupils for the first time:

Year 7 will have their induction day and start secondary school on Friday 4<sup>th</sup> September at 8.40am.

Years 10 & 11 will return to school on Monday 7<sup>th</sup> September at 8.40am.

Years 8 & 9 will return to school on Tuesday 8<sup>th</sup> September at 8.40am.

We are having a staggered start in order to best take care of our pupils. On their return in September, pupils will be introduced to the new procedures in the building, focusing on the social distancing and hygiene procedures in place, as well as changes to the school day. This will include an induction session on the pupils first day back as well as ongoing virtual assemblies.

### **Traveling to School**

Following advice from the government, we recommend that pupils either walk or cycle to school and only use public transport if they have no other alternative to get to school. Pupils using the school bus service or public transport will be asked to sit in their year group bubbles and ensure that they wear masks in line with government guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

It is recommended that pupils use a different face mask for travelling on public transport to the one they use moving around the school building.

To ensure social distancing on the school site, we ask that parents/carers do not walk onto the school grounds.

### **Arrival at School**

In line with government guidance and our risk assessment we are required to keep different year groups apart as far as is possible. This will mean that we will be supervising pupils in five different areas of the building. In order to effectively and safely do this, the **school will only be open from 8.15am in the morning**. Clearly, we do not want children to be late to school; however, please can you support us by making sure that your child does not arrive too early as this may cause issues with supervision and their safety.

In line with recent government guidance pupils should wear a face mask before they enter the building. These may be removed, if they wish, when they arrive at their tutor room.

On arrival:

- Year 7 - will enter the building via the main walkway and LRC fire door and go straight to Rooms 038/039/040.
- Year 8 - will enter the building via the bungalow walkway and lift side entrance and go straight to the maths classrooms.
- Year 9 - will enter the building via the bungalow walkway and PE entrance and go straight to the sports hall.
- Year 10 - will enter the building via the main walkway and main entrance and go straight to the Atrium.
- Year 11 - will enter the building via the main walkway and technology gate and go straight to the art & humanities classrooms.

Staff will be on duty to guide pupils as they enter the building.

### **The Curriculum**

Pupils in all years will access the full curriculum. However, we have had to make changes to how this operates practically as we are required to minimise contact between pupils in different year groups and also minimise the number of pupils on corridors. To this end:

- Pupils in Key Stage 3 will be taught predominantly in their tutor groups for all subjects. In order to minimise the number of children in corridors, pupils will mainly stay in their tutor room and their teacher will travel to them. There are a small number of exceptions to this approach e.g. PE, ICT and Year 9 preference curriculum.
- Pupils in Key Stage 4 will be able to fully follow their GCSE courses. Where possible, they will stay in their year group area, for example for English and Mathematics, but will have access to specialist rooms where necessary. Pupils will be taught in sets for core subjects and their option groups for foundation subjects.

Pupils will be required to wear a face mask when they move between different rooms.

### **Break & Lunchtime**

We will be having four staggered breaks and four staggered lunchtimes. Each break or lunchtime will cater for one year group and two or three tutor groups from Year 8, who will sit apart where possible. Pupils will have a 15 minute break in the morning and a half hour lunch break from 12.10pm onwards. Lunch will be eaten in either the atrium or the theatre which we have converted into an additional dining space depending on which lunchtime they are allocated.

**From September, the school will not be serving breakfast items before school and no food will be served at break time.** We do recommend that your child has a breakfast before school and brings a healthy snack and drink for break time.

The school will still be serving high quality hot meals at lunchtime, as well as sandwiches and deli options. Changes to the lunchtime serving procedure will be explained to pupils as part of their induction.

## **Hygiene & Cleaning**

All children and staff will be required to wash or sanitise their hands on arrival, exit and throughout the school day.

Over the summer, the school has been working to ensure that hygiene procedures and enhanced cleaning measures are in place for pupils and staff returning.

In shared areas, where use by year group bubbles may mix, including PE changing rooms and dining facilities, we have ensured that enhanced cleaning will occur between sessions. In classrooms which are shared between year groups, surfaces will be cleaned between sessions. There are now sanitiser stations at all pupil entrances and in all classrooms and offices within school.

There will also be enhanced cleaning of the building, and in particular toilets, each day to reduce the risk of the spread of infection.

## **Toilets**

In order to keep pupils from different groups apart, in line with government guidance, we have had to change our arrangement for access to toilets. There are six main toilet facilities at Hollingworth. One main toilet facility will be assigned to each year group, near where their tutor rooms are based and one will be assigned to staff. Males will access toilets on one side of the facility and females will access toilets on the other side.

There will continue to be a high level of supervision of toilets at break and lunchtimes and passive supervision during lesson times.

I appreciate that in Britain, unlike much of the world, this is culturally unusual. However, keeping children and staff safe is my main priority and I will not compromise this.

## **End of the School Day**

In order for children to safely leave school we will stagger the end of the school day.

Pupils will be required to wear a face mask when they walk from their lesson to exit the building.

Pupils on the second floor, which will include Year 7, will leave school at 2.40pm. Given that we are not using lockers at this time, they will promptly leave the building from a designated exit.

Pupils on the first floor will leave at 2.45pm.

Pupils on the ground floor will leave at 2.50pm.

For the foreseeable future, there will be no after school activities taking place. This will be reviewed on a regular basis and parent/carers will be informed of any changes.

## Traveling Home

Please encourage your child to keep apart from children in other year groups on their way home.

We will check that pupils are sitting with their year groups on school buses and ask that they continue to do this on the journey home.

Please can I ask that if you do have to collect your son or daughter by car, not to park outside the school. There is very little legal parking and a lot of cars will cause congestion and this is dangerous as it can obscure sight lines to oncoming traffic and will make it harder to disperse children. If you can agree to meet your child further away from school that will help to keep all children safe and be greatly appreciated.

## Contacting/Visiting School

To reduce the number of visitors to the building, we are asking that parents/carers only come into the school building if they have an appointment. We ask that parents/carers wishing to speak to a member of staff contact the school via telephone on 01706 292800 or via email at [info@hollingworthacademy.co.uk](mailto:info@hollingworthacademy.co.uk).

Meetings with parents/carers will, as far as possible, be done online or over the phone for the autumn term; however, this may be reviewed as government advice changes.

Clearly, this is a very challenging and stressful time for families and I appreciate that you may have worries or queries about your child returning to school. I can assure you that we have scrutinised all available advice, consulted widely, and amended our practice to make school as safe as we can. We are excited to welcome our pupils back into the building and start the transition back to normality. Although there are challenges to this, the benefits to the learning, progress, mental health and wellbeing of our children are immeasurable.

Please continue to check our website and social media for further information.

We are really looking forward to welcoming your child back to Hollingworth.

Yours faithfully

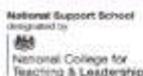


D Randle  
Headteacher

RESPECT



RESPONSIBILITY



RESILIENCE



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