



19th August 2020

Key Messages for Parents/Carers for September 2020

I do hope that you and your families have had a safe and enjoyable summer break. As we look forwards to welcoming all students on a full-time basis this coming September, the following information is a reminder of the key messages, as outlined in my previous correspondence that you received on 15th July. The College's Risk Assessment as approved by Aspire Learning Trust will follow in due course.

September opening

The College will not be operating staggered start and end times on a daily basis. However, in order that each year group can safely be inducted into our 'new normal', the College will have a staggered return for each year group, **week beginning 7th September**.

Year 7 students will start on Monday 7th September at 8.40am.

Year 11 & 13 students will join us on Tuesday 8th September at 8.40am.

Year 8 & 9 students will then join us on Wednesday 9th September at 8.40am.

With Year 10 & 12 students beginning on Thursday 10th September at 8.40am.

Friday 11th September – all year groups will be on site.

Further details about the specifics of each year group's first full day in College will be issued later this week from your child's Year Leader.

It is our intention to offer as full a curriculum as possible to all of our students.

Student 'Bubbles' and 'Teaching Zones'

Students will be taught in 'Bubbles' and 'Zones' based in their year group for the majority of their lessons. This is to minimise movement around the College and the risk of cross-contamination between bubbles.

The following rooms will be used for each specific year group.

Year Group	Zones									
Year 7 Zone 1	Violet/Purple	Vi12	Vi14	Pr 10	Pr 08	Pr 19	Pr 04	Pr 11		
Year 8 Zone 2	Gold	Pr 02	Pr 05	Pr 07	Pr 09	GL 01	GL 03			
Year 9 Zone 3	Gold/Purple *	GL 05	GL 07	GL 11	GL 13	GL 15	GL 17	GL 19	GL 21	
Year 10 Zone 4	Blue *	BL 12	BL 13	BL 15	BL 17	BL 19	BL 22	BL 11	BL10	CO 01
Year 11 Zone 5	Orange/Ruby/ Green	Ru 01	Ru 03	Ru 05	Or 01	Or 03	Or 05	Gr 05	Gr 07	
Year 12	Sixth Form Centre & Library	Allocated teaching rooms outside of KS3 & KS4 Zones, including access to specialist teaching rooms.								
Year 13	Sixth Form Centre & Library	Allocated teaching rooms outside of KS3 & KS4 Zones, including access to specialist teaching rooms.								

**Please note that Year 9 and 10 zones have been swapped since my previous correspondence.*

1. **Year 7 and 8** students will have all of their subjects taught in form group 'bubbles' in their allocated Zone, including their tutor time. The only exception is PE, but only when activities can be delivered safely outside.
2. **Year 9 students** will be in a year group 'bubble' and have all their lessons delivered in Zone 3, but with the ability to move within the Zone to set groups, for example in English, Maths and Science and in other subjects that are not currently taught in form groups. The only exception is PE, but only when activities can be delivered safely outside.
3. **Year 10 and 11** students will be taught in year group 'bubbles' in Zones 4 and 5 respectively. They will be allowed to move within their Zone into set groups and option subjects. However, students will have access to specialist teaching areas: Science, Music, Drama, Dance, Art and Technology.
4. **Year 12 and 13** will make one 'bubble' and have access to the Sixth Form Centre and/or the library for study periods and break and lunch. Year 12 and 13 lessons will be timetabled in the remaining rooms, with access to specialist teaching rooms.

Staggered breaks and lunches

The College day will run a normal timetable of five lessons, but there will be staggered break and lunch times in set venues for each year group 'bubble'. Year 10 and 11 students will not be allowed off-site during their staggered lunchtime. Students will receive their individual timetables in September as normal.

Student entrances and exits

Students will have designated entry and exit points to the College:

Entrances

- Year 7 Enter College through main gate on Eastrea Road and via outside Drama doors, up Violet staircase to 'Zone 1'.
- Year 8 Enter College through main gate on Eastrea Road and in main student entrance, up Yellow staircase to 'Zone 2'.
- Year 9 Enter College through main gate on Eastrea Road and via new pathway through to the Quad and into the Red Hall and up staircase to 'Zone 3'.
- Year 10 Enter College via Coronation Avenue, through back playground into Red Hall, to 'Zone 4'.
- Year 11 Enter College via Coronation Avenue, via Green corridor access door, to 'Zone 5'.

Sixth Form - Enter College via Eastrea Road and via Green metal gate, into 'Sixth Form / Library Zone'.

Please can I ask for your support in making sure your child understands the need for them to follow instructions at all times, in order for their safety and the safety of others. Any student risking the health and safety of others may face serious consequences.

Sharing of resources and equipment

- We are unable to allow the sharing of equipment so we respectfully request that you ensure that your child comes to College each day with at least pens, pencils, ruler, eraser, mathematical equipment (protractor, pair of compasses) and calculator.
- To reduce the need for use of the changing rooms, students will be asked to attend College in PE kit on the days which they have PE (or for any practical sports studies at KS4 and 5 and GCSE Dance).
- Students in Years 7-11, will be expected to bring a reading book to College every day, as access to library books will be limited.
- Students will not have access to their lockers for the time-being. In light of this, students are asked not to bring any non-essential items to College with them.

Cleaning and hygiene

Hand sanitiser will be provided in each room, on corridors, near toilets, the canteen and at entrances/exits to the College site. Students and staff will be asked to wash or sanitise their hands when they move location, go to the toilet and before eating/drinking. **Please, if possible, we would like to encourage students to bring their own sanitiser with them to College.**

Uniform

Students will be expected to attend in normal College uniform. However, to avoid the use of the changing rooms, **on days when students have PE/Sports Studies or Dance, they will be asked to attend College in their practical PE uniform.**

School buses, taxis and transport to College

Students travelling on Local Authority provided transport will be expected to wear a face covering provided by their parents/carers in line with the requirements for children travelling on public transport.

We strongly encourage students to walk to College if possible. **Initially the College site will only be open at the start and end of the day for buses and taxis.** We ask parents/carers to please drop students off away from the school site to avoid large numbers of students congregating at the start and end of the each day. This will be reviewed on a regular basis.

Extra-curricular clubs

Extra-curricular provision until October half-term will focus on students' well-being activities. However, the constraints of year group 'bubbles' (both in terms of students and locations) will continue to apply. A programme will be issued in September.

Contacting the College

We politely ask parents/carers to contact the College during the day via phone rather than coming on-site to our reception area. We will then be able to deal with your request and book a time for you to come on site if necessary. Please only come to reception without an appointment if it is an emergency.

COVID-19 Symptoms and Track & Trace

Please check regularly if you or your child has coronavirus symptoms. If you have any of the main symptoms of coronavirus (COVID-19), **please do not send your child to school** and get a test as soon as possible. Stay at home until you get the result.

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

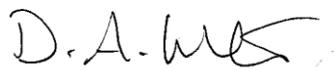
If you have any of the main symptoms of coronavirus:

1. Do not send your child to school.
2. Get a test to check if you have coronavirus as soon as possible.
3. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you receive your result.

Please keep this information as a guide for when we return in September. I would like to thank you for your continued support and patience, during what I know has been a very difficult time for everyone within our College community. I fully appreciate that some people may continue to feel worried about returning, but we all have the students' best interests at heart and look forward to seeing them all soon.

Yours sincerely

A handwritten signature in black ink that reads "D.A. White". The signature is written in a cursive style with a large, sweeping flourish at the end.

Dawn White
Principal