



Dear Parents/Carers

I am excited to finally write to you with further detail regarding the return to school for all students in September 2020. This is provisional pending news on any further lockdown over the summer, however. Let us hope not! I intend to confirm plans to you again in the last week of August once I know more. Please note the 'draft' watermark on this communication.

The plan is that all students will return to school by Friday 4th September. As always, students will have a phased return up until this point as follows:

Tuesday 1st September Staff training Day

Wednesday 2nd September Staff Training morning

Wednesday 2nd September Year 7 from 12.30pm to 3.05pm

Thursday 3rd September phased return Year 7 and 11 all day from 8.30am to 3.05pm. Year 12, 8.30am to 11.30am and year 13 12.30pm to 3.05pm.

Friday 4th September return for all year groups, 8.30am to 3.05pm

The phased return gives us chance to speak at length with all students about new routines and procedures whilst getting used to this with a proportion of the school population on site.

Each Key Stage will be considered as a 'bubble', with students in Y7 and Y8 remaining in one teaching set for all of their lessons (including tutor time). Where possible, students in Y9-Y13 will be kept in the same set, but this is determined by options and individual curriculum choices. We have endeavoured to keep students' access to learning as broad and balanced as they normally would be whilst minimising movement and mixing. Plans include staggered breaks and lunches, double periods of lessons, a one-way system around the entire school and social zones. On paper, this all works! We have gone to great lengths to make this work: moving rooms around; employing extra cleaning staff; investing in 124 wall mounted sanitising units; clear signage; scrambling intended timetables and even changing the current staff room to the new sixth form common room. The practicalities of the plan might well be a different story once we are underway, but we all remain as positive and dedicated as ever to the safety of 'our' children and staff at this time.

I apologise next for the list of instructions but going through the following with your child/ren will be paramount to their safety upon return to school. Please talk this through with them now, and again at regular intervals throughout the summer. Answering any queries however small will help to allay their worries and anxieties ready for the exciting term ahead of them.

- **School arrival and start** – The school gates will open from 8am and the school doors will open at 8.20am. There will be a high level of staff supervision and students will enter the school adhering to the one-way system and arrive at tutor at 8.30am. Entrance points to the school and classrooms will have sanitising units on the wall, these are also to be found at various points on the one-way system. For years 7, 8 and 9 arriving on bicycles please use the normal bike 'lock-up' area at the back of A Block. All other years arriving on bicycles will use the area by the 'K2' building on the far left of the car park. Please make sure you lock your bicycles and be careful on route to the school.
- **Tutor time** - We have planned that students will have a structured tutor time at the start of each day which will cover many of the issues and topics we face at this time. Students will be encouraged to discuss and offer their thoughts and opinions and staff will be proactive in supporting the needs of

students. As we progress Year 7 time will include the recommended literacy and numeracy catch up work, and Year 11 time will be intervention set as English, maths or science. You will, in August, receive a letter outlining your child's tutor group and room for September, this will look slightly different to last year as we have moved to horizontal tutor groups and not vertical – so single year groups. We are keen to continue to offer tutor time at this stage as a key 'touching base' point with all students, many of whom have struggled emotionally during lockdown. Assemblies are not permitted as these are deemed gatherings in school, but we will be relaying year group messages via video links on a regular basis during tutor times. New ways of working, informing and supporting are afoot and we appreciate your support and encouragement. A fully manned senior leadership team will continue to have a high presence in school anyway.

- **Sanitisers** - 124 wall dispensers for sanitising purposes will be fitted over the summer. Portable sprays are then available in each classroom along with tissues and bins with lids on in order to follow the 'catch it, kill it, bin it' rule. Students and staff, at this point, cannot wear masks in school as the current guidance states that this is not a necessity. Please note that I am taking continual advice from experts and the DfE on this matter and will advise if any changes are to be actioned. The teacher's area (zone) in the classroom will have a 2-metre marked area and the vast majority of teaching will happen at the front of the room.
- **Signage** - Children need to know that the school has been updated with appropriate signage and social distancing markings. I am sure that by now, they are getting used to seeing this out and about and we will expect students to follow the clear instructions. Belongings need to be kept to a minimum, but equipment for learning is expected so please bring all relevant items.
- **Hand Washing** - Once in school, children will have the chance to wash hands and/or sanitise regularly. All toilet areas will be open and regularly cleaned and these must be respected. Students must then travel to their designated classroom for either tutor time or lesson time using the one-way clearly marked one-way system. On the first morning of school there will be an extended tutor period where tutors will present pupils with a new timetable, offer a clear understanding of the new one-way system and explain the safety expectations. Cleaners are on site each day to maintain all areas of the school and we have invested in increasing our cleaning team and thank them for their efforts in advance – we expect students to play their part in this effort by minimising litter and acting accordingly.
- **Timetable** - The students will all follow a full timetable, with additional maths and English lessons, to support some loss of learning, during lockdown. We have also mapped in additional lessons to support students with dealing with their mental wellbeing and how access remote learning, to further prepare students, should we need to lockdown again. Students will need to move rooms within this academy following the one-way system and in order to decrease (mitigate) this movement we have designed a timetable which will feature double lessons throughout the week with staggered year group breaks and lunches.
- **Transition, movement, around the school** - In some circumstances, students may be required to go to different classrooms for specific subjects. We have built into the timetable 5-minute transition times between lessons and after breaks and lunches. There will be a high level of supervision at these points and we expect students to act appropriately and positively to the direction of travel and instruction. Cleaning will occur after at these times with staff dedicated to key areas. We have minimised the number of students moving at once, by designing the curriculum in a way that only one key stage moves at any given time. Any current passes which allow students to leave early will be revoked and only those who have this requirement as part of their EHCP plans will receive passes.
- **Uniform/PE** – Full uniform is expected and from October half term to Easter. Grey jumpers are a compulsory part of this uniform at these times. Please see the uniform guide on the website.

<https://www.kingshurst.tgacademy.org.uk/files/2020/05/2020-2021-TGAK-Uniform-Booklet.pdf>



- **On PE days** - students will wear PE kit to school with their blazer over the top. Outdoor PE is permitted, and we wish to avoid the barrier of changing in a restricted area during the day. Please monitor the weather and coats may well be advisable.
- **Equipment** – It is imperative that students are well equipped for school please. Loaning out items will not be conducive to good hygiene and we don't wish for students to be inhibited by this. We also ask that students have a reading book with them, at all times.
- **Library** (Information Centre - IC) – We have investigated creative ways of offering the IC services to students. The IC is a very popular destination and we encourage students to continue to use this.
- **Extra-curricular activities** – will be restricted to after school and occur in year groups. A timetable for extra-curricular clubs and intervention/support sessions will be issued to pupils and updated regularly on the website. It is our desire to build a gallery of celebration and catch our students showing their talents and endeavours so please do look out for a half termly newsletter on 'the excellence of extra-curricular'. This extra-curricular offer will start on from Monday 7th September and be reviewed at October half-term with the hope of introducing pre-school activities. One step at a time!
- **ICT** – students will be able to use these facilities. This may be more limited than usual because we will be cleaning these after usage.
- **Catering** - We are planning to offer a catering service at break time and lunchtime for all students though these will be staggered with specific year groups using specific areas. There will be no before school provision. Drinks can be bought during the day, but students are encouraged to bring in their own water bottles and use them sensibly. The water dispensers to refill bottles will be available because they are not 'fountains' and again we expect students to use this facility sensibly. For hygiene and safety reasons we are moving to a cashless school so the 'physical money loaders' will not be in operation. Please make sure you have updated your ParentPay account as the school in September will be a cashless operator. Students will not be able to upload their catering account in school via coins as there will no longer be a facility for this. For those parents who do not use ParentPay, a barcode letter and pay point card will be given in the first couple of weeks of the summer break. This will explain how to use this card in local shops to credit money onto your child's account in advance of September.
- **School departure** - Upon leaving school at the end of the day, students will adhere to the one-way system and exit quickly and efficiently. There will be a high level of supervision at this point, as there will be at any movement/transition time. Please use the normal routine in the turning circle if you are collecting by car.
- **Sickness** – if students are ill in the day, they should follow the normal procedure and alert a member of staff. A student will have a form of triage at student services and a first aider wearing full PPE kit will attend to them. We have an established a medical room in D Block and a specific 'Covid symptoms' room. If necessary, as a parent/carer you will be alerted as soon as is possible and will need to be available as quickly as possible to collect your child please. If you cannot be, please have a family member on stand-by and make sure that we have all appropriate emergency numbers. In the case of a suspected or confirmed COVID case, we must know as soon as possible. Public Health England must be alerted, and we then take advice as required. As a school, any case could compromise the safe and effective continuation of the school remaining open. You will continue to alert us of general illness via the normal channel of communications.
- **Behaviour** – we will be going to great lengths to ensure the safety of students and staff at all times. Over the summer, we will update the Behaviour Policy in light of COVID measures. We have no doubt that students will respond to our requests very positively, but I need to make it absolutely clear that

safety cannot be compromised in anyway and therefore our behaviour expectations are heightened. We intend to run the same system of sanctions as we have done previously (if required) and appreciate your support in advance with this. Maintaining the very highest expectations will continue to be paramount.

- **Meetings** – there will be no meetings with staff in the school day. Physical meetings can take place after school from 3.15pm onwards. Members of staff, if available, can make phone calls to discuss any issues, but please do not presume that you can arrive at school in the school day and request a meeting. You will politely be turned away and a meeting scheduled for after school.

Finally, I spend most days updating the risk assessment in school. As we come across new issues, these are added, and strategies are adapted accordingly. The staff will meet regularly in August and September to revise and reflect on the protocols in place in order to keep safety high on our agenda.

We know that new Year 7s might feel especially anxious about attending on the first day. The whole staff will be here to support them into their new routines with big smiles and reassurances. Please try not to worry. Equally, we are aware that children with specific needs may have more questions about starting in September too, if you have any questions please do contact via office@kingshurst.tgacademy.org.uk we close on Friday July 17th and then re-open on August 10th where staff will be planning, supporting and training.

It goes without saying that staff, students and you as parents/carers, will feel tentative and nervous about a return to school. We have worked together effectively towards common goals over recent months and I am confident that we can continue to do this into the new term. The Government expectation is that all students should return to school and a lot of the above is based on current guidance, if any changes you will know in good time. My aim, as a Principal, to look after the well-being of our children and staff remains my top priority at this time; in fact, this is more now than ever. We do not intend to put students or staff in harm's way and cannot wait to help establish some purposeful routines again in order to see the school community thrive once more. Our heartbeat has been missing for several months!

I will update you on everything as the school re-emerges in September. Please understand that if lockdown returns, obviously plans may change.

Yours sincerely

Darren Turner
Executive Principal.

F