

July 2020

Dear Parents and Carers

We hope you and your families are all well. This letter contains important information about the return to school for all year groups in September. The information is detailed and lengthy, but we ask that you take your time to read **all** of the information provided.

We have undertaken an extensive risk assessment in line with Government and Local Authority guidance in order to make the school as safe as possible for all staff, students and families. This can be found on our website www.thewestwoodacademy.co.uk. This letter will help you understand what the return to school will look like and outline the systems and processes designed to help keep everybody safe whilst, at the same time, providing an opportunity for a full curriculum and ambitious teaching and learning.

To ensure that pupils get access to specialist teachers and stay safe the following key measures underpin how we will work and must be supported by all parents, pupils and staff:

Key Measures

- All pupils will be placed in year group 'bubbles'. These will be: Group 1 - Year 13, Year 12 and Year 7; Group 2 – Year 8 and Year 9; Group 3 – Year 10 and Year 11. These **bubbles cannot mix** in lessons or at break-times and will have designated break and lunchtime spaces.
- The school will operate a **strict one-way movement system**, to avoid the cross of year group bubbles. We have included in this letter, a map which outlines the one-way system.
- We will insist upon a strict hand sanitiser/washing regime. Pupils will be required to have their own personal bottle of hand sanitiser at all times and use this upon entry to each classroom.
- Minimise contact with individuals who are unwell by ensuring those who have COVID-19 do not attend school.

It is vital that **all members** of our school community follow these key measures.

When does school start in September?

We want to make sure that all pupils are given the time to accustom themselves to the new ways we will have to work. This will require careful planning and to help us make the school safe for all, we have arranged the following staggered start to the school year:

Wednesday 2 nd September	Year 12 only
Thursday 3 rd September	Years 7 and Year 13
Friday 4 th September	Year 7, Year 10 and Year 11
Monday 7 th September	Year 7, Year 8 and Year 9 (no Year 10 and Year 11)
Tuesday 8 th September	All Year groups

There will be a further letter sent to new Year 7 parents in the summer holidays with more detailed transition arrangements.

What are the expectations of behaviour?

It is a community responsibility for us to keep all our staff, pupils and their families healthy and safe. In essence, there will be no change to the school systems of behaviour management. We continue to have the highest expectations of behaviour. Pupils will need to show respect to other pupils and staff at all times and follow instructions given by staff. Any misbehaviour will put other pupils, staff and families at risk of contracting COVID-19. If pupils behave in such a way as to put others at risk, pupils may be asked to go home immediately, parents will be called and will need to ensure that arrangements are made to pick pupils up immediately or agree to them making their own way home. If a student is asked to go home, a member of senior leadership will call parents and discuss the reintegration process prior to that pupil coming back on site.

Will the start and end of the school day be different?

- Where pupils walk to school they should observe the rules on social distancing.
- Where pupils cycle to school, we will provide access to the bike-sheds, but pupils will be guided as to where and how they can leave their bikes.
- Where pupils use public transport, they should adhere to current Government guidance on the wearing of face masks and behave according to the school rules.
- Where parents use private cars or a taxi, please note that the usual Xcel drop-off point is not currently available. We will keep you updated as it reopens.
- Pupils and/or parents will not be allowed to congregate outside the school before or after school. Pupils should make their way home immediately after lessons end to minimise risk.
- We encourage pupils to come to school on foot, by bike or private car.
- We will operate two entrances allocated to different year groups.
- The canteen and library facilities will not be available in the morning or after school for any pupils in Years 8-13. The library will be open until 4:00 pm for Year 7 students only.
- Staff will be on duty from 8.30 am.
- When pupils enter the premises, they **must** congregate in the external year group area. The internal spaces will not be available at this time. They cannot socialise in other group areas.
- We will discontinue the use of lockers, so pupils will need to come prepared to carry what they need for the day. We will facilitate the emptying of lockers on the first day back.
- There will be a staggered end to the school day, where pupils will be dismissed at the following year group times:
 - Years 8 and 9 3.00pm
 - Year 7 3.05pm
 - Years 10 and 11 3.10pm

Will lessons be different?

- We will offer a full curriculum and all lessons will be taught by specialist teachers, in appropriate rooms. The content and skills will remain the same as before, but the delivery method will be different.
- Pupils will follow a standard 2 week timetable.
- P6 and catchup for Year 11 will be improved to include home-study options.
- Classroom behaviour expectations and systems remain unchanged.
- At the start of every lesson, pupils will be required to hand sanitise.
- Classrooms will look different, with all desks facing the front and teachers operating from a 2 metre delineated area, to which pupils will not be allowed access.
- Some practical lessons such as PE, Dance, Drama, Music, Food Technology and Science will have different arrangements for practical activities. Pupils will be told about these in September.
- Teachers will be on duty and pupils will enter the classrooms without queueing.

- The journey to and from the classroom will be controlled, where pupils must use the one-way route only and conform to social distancing. Exit from the classroom will be structured so that all pupils leave in an orderly manner.
- We will continue to set regular home-study work via Show My Homework to help catch-up.

Will we change the curriculum?

- At the start of the academic year, we will assess the loss of learning, and will review our curriculum to ensure that all pupils progress as expected. We remain committed to academic success.
- Our Character Curriculum will include a learn-to-learn curriculum to build learning power. This will help those that have struggled under COVID-19 lock-down, and offer a curriculum of hope.
- We will offer pastoral support via our APPLs to help students 'bounce-back'.
- For the time being, we will not be able to offer after school extra curricular activities. This will be reviewed at Christmas.

What arrangements have been made for food at school?

- All students will only be able to access the canteen facilities once a day. This will be timetabled: Year 11 and Year 10 at Break-time (which we will extend) Year 7 early lunchtime and Year 8 and Year 9 lunchtime.
- Arrangements are being made for Year 12 and Year 13 to eat in the Sixth form area.
- The food choices will be limited and food eaten outside the canteen in year group areas.
- The voucher scheme for Free School Meals will end at the end of the summer holidays and FSM arrangements in school will continue as before.

What will happen if a pupil or member of staff displays COVID-19 symptoms whilst at school?

- In this event we have trained first-aiders on site, who will be provided with the appropriate protective wear and guidance.
- We have provided a separate room, away from other pupils and staff, where pupils will be isolated. Parents will be called and required to pick the student up immediately and seek appropriate medical attention. Parents and pupils should follow advice on the Government's website for 'Test and Trace' procedures.

Do pupils need to wear Uniform?

- We will continue to have the usual high expectations of uniform.
- We are unable to offer changing facilities for PE, so on the days where pupils have PE, they will need to come dressed in their Westwood PE kit. Full school uniform will be required on all other days. For the first days back please come in full school uniform.

What about mobile phones?

- The mobile phone policy remains unchanged, pupils can have a phone in school, but it must be switched off and in their bags.

Do pupils need to bring water and food?

- There will be no water-fountain facilities, so pupils will need to bring their own bottle of water filled from home. The canteen will have bottles of water for sale available at the year group times.

Do pupils need to use PPE in school?

- No. The Government advice is that there is no need for pupils to wear facemasks in classroom situations and we would not encourage this. However, if a pupil feels the need to do so, then they will need to wear a plain medical style mask. Pupils will not be allowed to wear bandanas or 'feature masks'. We will keep you informed if this guidance changes.

What are school expectations on attendance?

- Attendance remains a high priority area for improvement. As such, we will insist upon full attendance. The Government advice is that all children should be in school from September. Unless we have medical advice to the contrary, absence will be considered unauthorised.
- Specific concerns around COVID-19 should be discussed with our child's APPL.

What do I do if I have further questions?

- It will no longer be possible for parents to 'drop in' to school. Any parent wishing to speak to a member of staff will have to make a prior appointment. Details of contact can be found on the school website.

How long will these new arrangements last?

- We cannot say how long these measures will be in place. However, the school leadership team will review all arrangements every week and all parents will receive a weekly update, via email, from the Head of School to keep you informed of the situation. However, if you are in any doubt about the health of your son/daughter, or if they begin to show COVID-19 symptoms you should not send them into school. You should read the Governments guidance on Testing and Tracing on www.gov.uk/guidance/nhs-test-and-trace-how-it-works and if appropriate seek to arrange for the appropriate tests on www.nhs.uk/coronavirus or by phoning 119.

In September, we want to create a culture of hope and the possibility of better to come. Our PRIDE agenda, will continue to place RESPECT at the heart of our school community and with your support I know we can bounce back from this challenging situation.

It will be challenging, but if all members of our community respect the key measures and pull together, we will succeed.

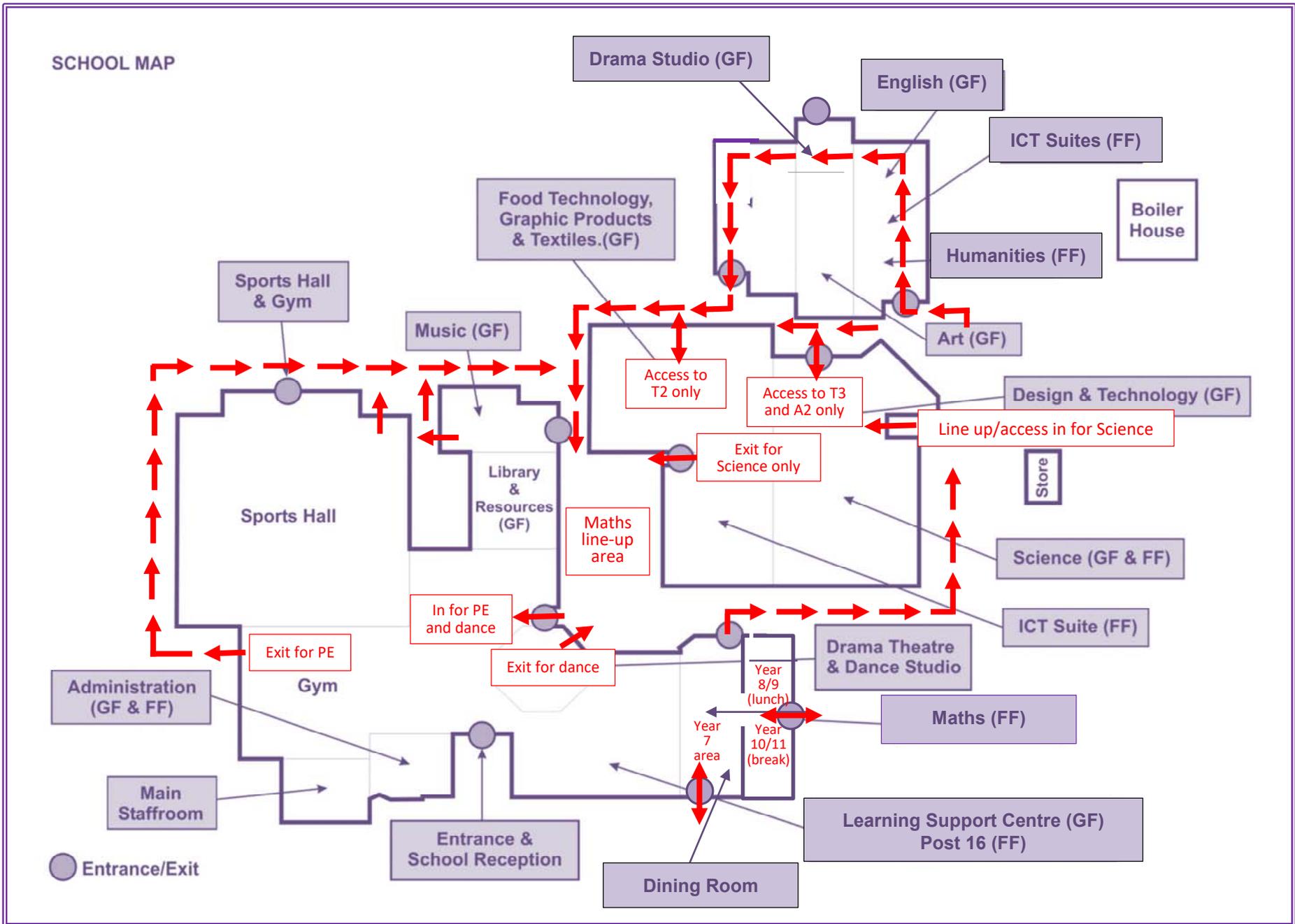
You have all worked so hard at home and I want to thank parents, staff and teachers for the unending hard work and support.

Yours faithfully



Ms H T Lawrence
Head of School

One Way System Around School Site



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