

Dear Parent/Carer,

We are writing to let you know about what we are doing at Sir Bernard Lovell Academy to get ready to welcome all our students back to school full-time in September. We are looking forward to being together as a school community once again.

The information in this letter is correct at the time of sending it. We may need to change it if circumstances change or there are changes to government guidelines. If that happens, we will let you know about any changes as soon as possible. We have done all our planning with the other schools in our trust and we have followed the trust's risk assessment process in doing so. The trust board has seen and approved our risk assessment. You can find a copy of it on the trust website (www.wellswaymat.com).

Throughout the planning process the safety of students and adults has been our over-riding concern. Our risk assessment has been based on the system of nine controls the government has asked us to factor into our planning to help minimise risks.

System of controls

This is the set of actions schools must take, based upon advice from Public Health England:

Prevention:

- 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
- 5.** Minimise contact between individuals and maintain social distancing wherever possible
- 6.** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers **1** to **4** must be in place in all schools, all the time.

Number **5** must be properly considered and schools must put in place measures that suit their particular circumstances.

Number **6** applies in specific circumstances.

Response to any infection:

- 7.** Engage with the NHS Test and Trace process
- 8.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9.** Contain any outbreak by following local health protection team advice

Numbers **7** to **9** must be followed in every case where they are relevant.

As a trust we have planned to get students back as quickly as possible whilst giving time to ensure that they understand the new procedures and systems that will be in place for their safety, in line with the advice from Public Health. This will help to alleviate any anxieties they may have about returning to school after what for most of them has been six months away from the classroom. In the first week of term, Tuesday 1st and Wednesday 2nd September are both INSET days which will be used for staff training and planning in preparation for the start of term. For the remainder of the week, students will return in a phased manner to enable us to undertake induction with them. Once they have returned to school they will remain in school and all students will be back in full time from Tuesday 8th September.

In our school, we have agreed the following pattern:

Date	Year group
Tuesday 1 September 2020	Staff INSET day
Wednesday 2 September 2020	Staff INSET day
Thursday 3 September 2020	Year 7 and Year 12 only
Friday 4 September 2020	Year 7, Year 12 and Year 13 only
Monday 7 September 2020	Year 7, Year 10, Year 11, Year 12 and Year 13 only
Tuesday 8 September 2020	All students in school

The arrangements for each year group, 7 to 13 in September are as follows.

FOR STUDENTS IN YEAR 7	
Induction day – 3 rd September	They will spend an extended time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 4 th Sept onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 2) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 8	
Induction day – 8 th September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 9 th September onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 5 located to the rear of the school) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 9	
Induction day – 8 th September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 9 th September onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 3) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 10	
Induction day – 7 th September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 8 th September onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 5 located at the rear of the school) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 11	
Induction day – 7 th September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 8 th Sept onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 4) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 12	
Induction day – 3 rd September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day – 4 th Sept onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 4)

	Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

FOR STUDENTS IN YEAR 13	
Induction day – 4 th September	They will spend time with their new Tutor and be briefed regarding expectations before lessons begin.
School day –7th Sept onwards	Lessons will begin following Tutor period as normal
Entrance/exit	They will enter and exit the Academy via their designated gate. (Gate 4) Students will vacate the site in an orderly manner at the end of each day and maintain social distancing on the way home. As we will be closing the sports centre car park to visitors, parents/carers who are picking up their child must make arrangements to do this in a safe place.
Break time and lunch	Break: 11.05-11.25am. Lunch: 1.30-2.05pm

We are very aware that some students may find the return to school difficult and will be sending out a questionnaire to parents/carers that will help us to assess each individual young person's needs. We will be looking very carefully at how we can support our students' emotional needs as this will be an essential part of helping them to get back into learning. We also appreciate that some young people and families will be anxious about the return to school. The questionnaire responses will also help us to understand these concerns so we can help all our students to get back into school, where they need to be. We will be sending you the questionnaire during the last week of the holiday so please look out for it and help us by completing one for each of your children who attends our school.

The accompanying sheets set out the information about how our school will operate and what measures will be in place to prevent and respond to infection.

We hope this communication gives you the information needed to help prepare for the return to school in September. If, however, you have any questions during the holiday please email them to reopeningqueries@sblonline.org.uk and we will endeavour to provide a response. Our trust website www.wellswaymat.com will also contain a section for parents/carers on frequently asked questions (FAQs) about the September return to school, which will be updated on a regular basis throughout the holiday.

Many thanks in anticipation of your support.

Yours faithfully



Mr D Anderson
Principal



Andrea Arlidge
Chief Executive