

Headteacher: **Mr P. Quirk**

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Co-op Academy
Failsworth

August 2020

Dear Parents/Carers

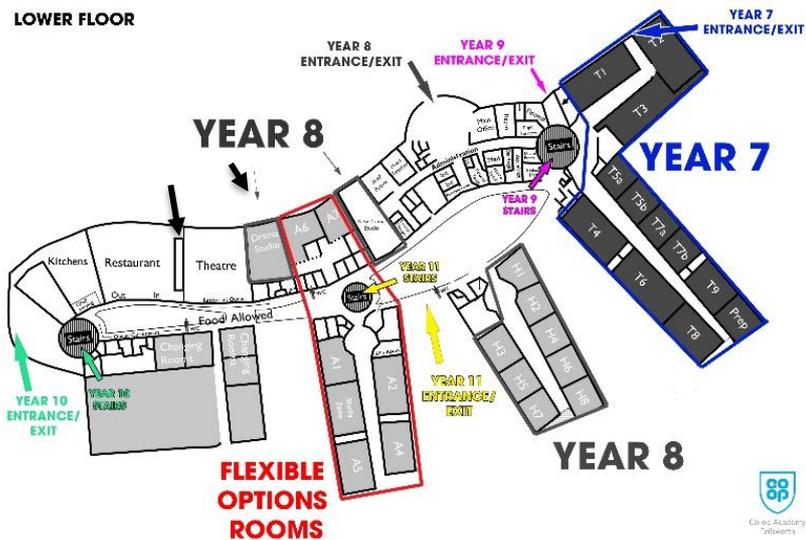
I hope you have had a safe summer break. In a week the Academy will reopen for all students and we will begin the new academic year. This letter follows the July letter that I sent you with our proposed opening plan. I can now confirm how we will re-open between Wednesday 2nd and Friday 4th September depending upon year groups. I have enclosed a pack of information for you. Please ensure you read this carefully so that your child has a safe and effective start to this Academic year.

I have also included a link to a DFE (Department for Education) document written for parents about returning in September.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

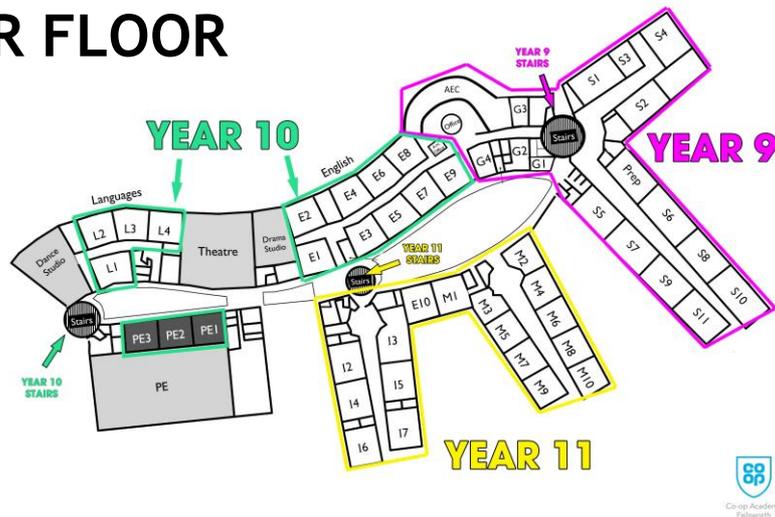
The start of this Academic year is very different to previous years. My team and I have spent the summer preparing the building to follow the guidance released by the DFE to ensure all students can complete their learning safely. We have followed all guidance set and have created year group bubbles that aim to reduce mixing during the school day. We have put the following measures in place to ensure the risks of Covid-19 are reduced. Students will be in zones for lessons, breaks, lunches and will have a designated arrival and departure door. Year 7 and Year 8 will leave 5 minutes before our normal finish time each day. The diagrams below show our zoning.

Location for lessons and entrances/exits:

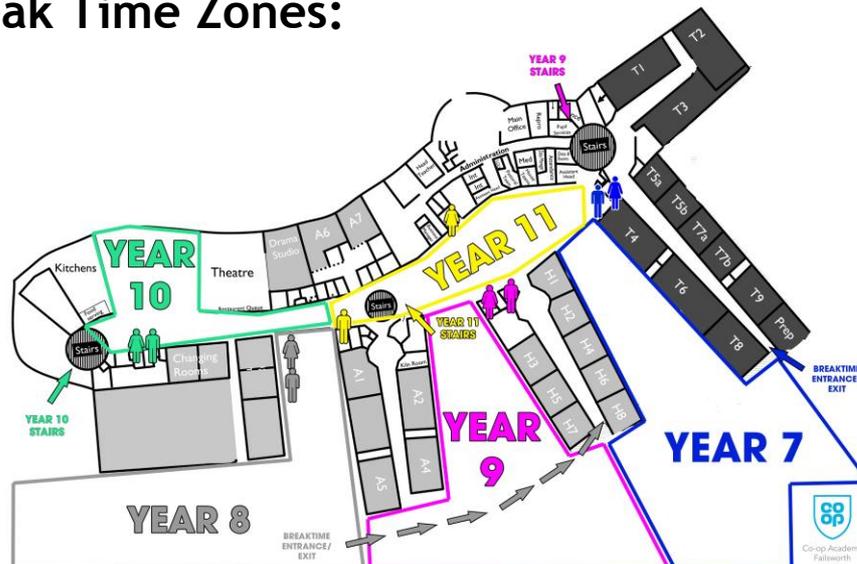


Lower floor showing arrival and exit points

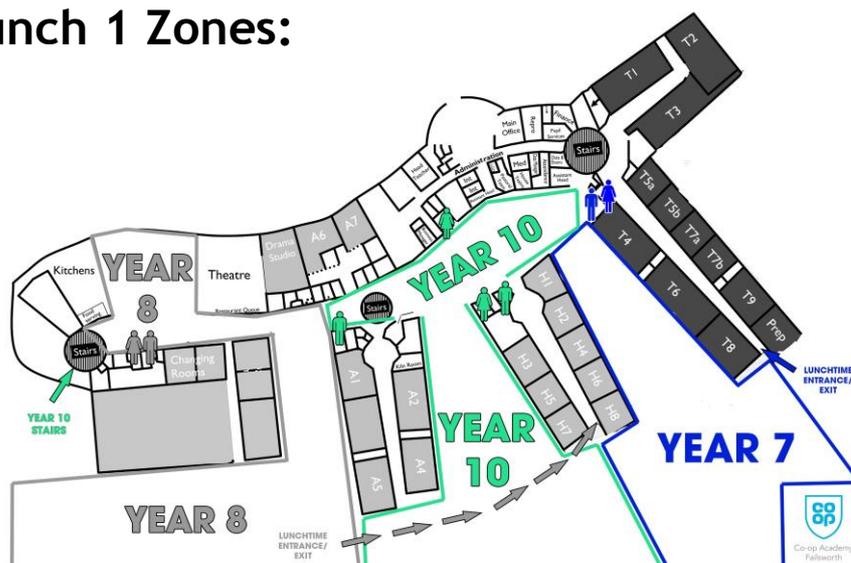
UPPER FLOOR



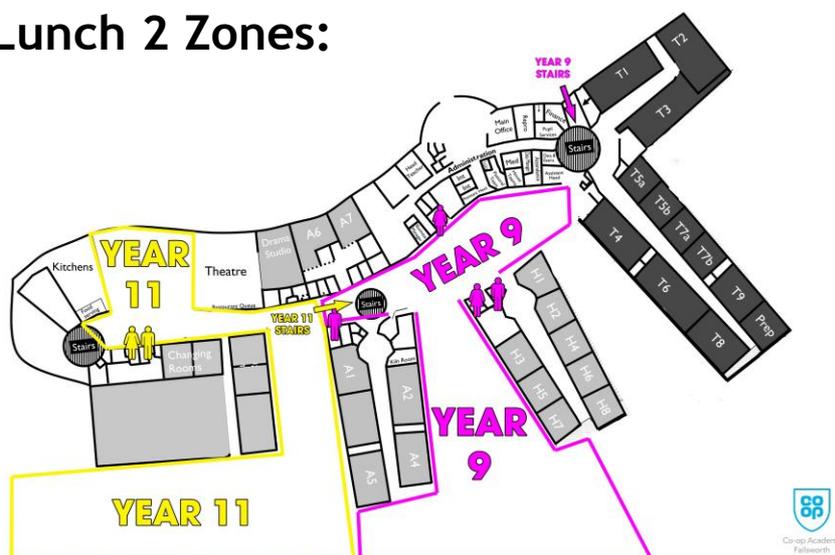
Break Time Zones:



Lunch 1 Zones:



Lunch 2 Zones:



The times of the day for the week are:

Times of the School Day (Year 7 & 8 leave 5 minutes earlier each day):

	Mon, Tues, Wed	Thurs	Fri
Period 1	8.35am – 9.35am	8.35am – 9.25am	8.35am – 9.33am
Period 2	9.35am – 10.35am	9.25am – 10.15am	9.33am – 10.31am
Break (Bell 5 mins before the end as normal)	10.35am – 10.55am	10.15am – 10.35am	10.31am – 10.51am
Period 3	10.55am – 11.55am	10.35am – 11.25am	10.51am – 11.49am
Period 4	11.55am – 12.55pm	11.25am – 12.15am	11.49am – 12.47pm
Lunch 1 / Family Time 1	12.55pm – 1.25pm	12.15am – 12.45pm	12.47pm – 1.12pm
Lunch 2 / Family Time 2	1.25pm – 1.50pm	12.45pm – 1.10pm	1.12pm – 1.32pm
Period 5	1.50pm – 2.50pm	1.10pm – 2.00pm	1.32pm – 2.30pm
Period 6	2.55pm – 3.45pm	N/A	N/A

How we will operate on a daily basis:

- All students to return to the Academy as the guidance makes it clear it is now safe to do this and that this is a legal requirement unless students are self-isolating or have another illness. A very small number of students may have medical conditions that do not allow their return.
- Year groups will form bubbles and have all their lessons in a designated area of the Academy eg. Year 7 will use the Technology and Citizenship wing for all their lessons.
- We will operate the 'planned normal timetable' to offer a broad and balanced curriculum but there will be some adaptations needed due to zoning of students and fewer specialist rooms. Please be understanding of this.
- The guidance allows students to be in normal group sizes but they must be forward facing, where possible. We will ensure this happens where practical. There are no distancing requirements or maximum numbers in classrooms specified in the guidance. Students are expected to keep some distance and avoid contact. The guidance talks about the very low risks to young people if they contract Covid as being rationale for this.
- The guidance acknowledges students in secondary schools need to move between lessons but it also asks us, where we can, to keep year groups apart if possible. We will endeavour to do this.
- We will ask all students to use hand sanitiser on entry to the building. We have 300 in each year group so we need dedicated arrival points to do this.
- Each classroom will have hand sanitiser in; this will also be available around the Academy.
- Students will be in full Academy uniform. The guidance says this does not need to be washed daily. Black shoes, blazer, jumper, shirt, tie and skirt/trousers need to be worn.
- Normal Standards and Expectations will apply around jewellery, makeup and hairstyles. Students will be reminded on day 1 and asked to correct this.
- Students will be outside, in some year groups, at break and lunch so a waterproof coat will be needed. In order to keep year groups in zones this is necessary. (See diagrams)
- The guidance says face coverings are not required for staff or students in school. Unlike in shops or public transport, staff and students are mixing in consistent groups. Using and disposing of wet masks during the school day is a potential hazard.
- We are unable to serve food before school in order to preserve the integrity of year bubbles. Food service at break and lunch will also vary but we will ensure pupils get a FSM if they are entitled to it.
- Students will not be loaned any equipment when in the Academy and will not be able to share with peers if they do not arrive equipped for the day. You must ensure your

child arrives for their school day ready to learn with a pencils case that includes pencils, pens, a rubber, a ruler, a green pen and a glue stick. Students will be responsible for their notebooks and will take these home at end of each learning day. It is therefore important that all students have a rucksack style school bag that can be zipped up big enough to contain their notebooks, pencil case and PE kit.

- The Academy will not open until 8.10am.and students must enter and depart through the correct door. (as shown in the diagrams)
- PE will still occur although all equipment will be cleaned between lessons.
- Our site team will extensively clean rooms and they will focus on high contact areas such as door handles, hand rails and touch plates on doors. Increased cleaning of toilets will also occur. We have operated in this way since 23rd March.
- Students need to bring in their own water bottles or purchase drinks from within the Academy as shared water fountains are not operating.
- In terms of travel to school it may be preferable to walk, cycle or be dropped off. If you have to use public transport please travel on a bus or tram where you can maintain social distancing and you must wear a face mask. This mask either needs to be disposed of at the designated bins on entry or bagged and put away to be washed for re-use.
- Students will be forward facing in classrooms but may be outward facing in IT rooms. Students will not be facing each other.
- At present parents and visitors can only come in to school via an appointment. If something is urgent please phone or email.

Covid 19 Symptoms

If your son/daughter or anyone in their household has any of the following symptoms, please do not send them into the Academy. If it is your son/daughter please inform us, and they need to self isolate for 10 days. If it is a member of your household, your son/daughter needs to self isolate for 14 days from the first day of symptoms of the individual. The symptoms are:

- New continuous cough
- High temperature
- Loss of smell or taste

We would also ask that you take a test and inform us of the result and engage in the NHS track and trace scheme.

In order to explain all of these changes to your child and ensure they are aware of how to keep themselves safe we have an induction period from Wednesday 2nd September to Friday 4th September. From Monday 7th September all students will be in as normal with the normal school day taking place starting at 8.25am. Below is an outline regarding the induction taking place.

Year 7 – Wednesday 2nd September

We will have a transition day on Wednesday 2nd September. This will start at an earlier time of 8.15am as a one off. This replaces the transition day they missed in July. We were disappointed, but understood why the guidance did not allow this to take place. Year 7 will be in on Wednesday 2nd September for transition and a Health and Safety induction. Year 7 will also attend on Thursday 3rd and Friday 4th September for lessons and some short assessments.

Year 8 Thursday - 3rd September 2020

Year 8 will arrive at 8.55am for a 9.00am start. The Year 8 entrance will be main reception. Year 8 will walk from main reception to the sports hall where they will be reminded of their family groups and the Academy's standards and expectations. We will explain to Year 8 the new zones for all year groups and the measures we have put into place to keep all staff and students safe. We will also rehearse a fire drill. At 11am Year 8 will be dismissed from the building and return home. Year 8 will then return to the Academy ready to learn from Monday 7th September.

Year 9 - Thursday 3rd September 2020

Year 9 will arrive at 11.25am for an 11.30am start. The Year 9 entrance will be the East end doors near the visitor car park. Year 9 will walk from the East end doors to the sports hall where they will be reminded of their family groups and the Academy's standards and expectations. We will explain to Year 9 the new zones for all year groups and the measures we have put into place to keep all staff and students safe. We will also rehearse a fire drill. At 1.30pm Year 9 will be dismissed from the building and return home. Year 9 will then return to the Academy ready to learn from Monday 7th September.

Year 10 - Friday 4th September 2020

Year 10 will arrive at 8.55am for a 9.00am start. The Year 10 entrance will be the Sports Hall end. Year 10 will walk from this entrance to the sports hall. Year 10 will be reminded of their family groups and the Academy's standards and expectations. We will explain to

Year 10 the new zones for all year groups and the measures we have put into place to keep all staff and students safe. We will also rehearse a fire drill. At 11am Year 10 will be dismissed from the building and return home. Year 10 will then return to the Academy ready to learn from Monday 7th September.

Year 11 - Friday 4th September 2020

Year 11 will arrive at 11.25am for a 11.30am start. Year 11 entrance will be the Arts/Humanities courtyard. Year 11 will walk from this entrance to the sports hall. Year 11 will be reminded of their family groups and the Academy's standards and expectations. We will explain to Year 11 the new zones for all year groups and the measures we have put into place to keep all staff and students safe. We will also rehearse a fire drill. At 1.30pm Year 11 will be dismissed from the building and return home. Year 11 will then return to the Academy ready to learn from Monday 7th September

You will also find enclosed, within this pack, a bespoke Timetable for your child. The timetable clearly states the location for arrival, break and exit at end of the academic day to ensure the year group bubbles remain safe and do not mix. Punctuality is essential to ensuring students are within their bubbles and safe. Please go through this with your child carefully and ensure they understand the need to follow their timetable. Your child needs to come to school with this timetable.

In order to check we have updated contacts and medical information can I ask you to update us, via the survey, if any details have changed for your son/daughter regarding the following points:

- Your contact details
- Medical condition changes since we closed in March, or if you have not informed us from the start of the year
- Allergies to hand sanitiser

The link to the survey is <https://forms.gle/KNX4NVuphU2FhN247>

If we do not receive a return by 9am. on Monday 31st August, we will leave all information unchanged on our Academy system.

I appreciate this is a challenging time for everyone but we feel a swift return to the Academy will be beneficial to all students. The government has advised that attendance at school from September will once again become compulsory. The guidance from the autumn term means the usual rules on school attendance will apply including:

- Parents duty to ensure their child attends regularly a school where they are a registered pupil and they are of compulsory school age
- School's responsibilities to record and follow up absence
- The availability to the local authority to issue sanctions resulting in prosecution for poor school attendance

A small number of students will still not be able to attend school in line with public health advice. In these circumstances, absence from school will not be penalised.

We look forward to welcoming students back in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Quirk'. The signature is written in a cursive style with a large initial 'P' and a distinct 'Q'.

Phill Quirk
Headteacher