



# HOUGHTON REGIS ACADEMY

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@HoughtonRegisAc

12.6.20

Dear Parents and Carers,

I hope this letter reaches you all safe and well.

Can I thank all Key worker and Year 10 parents for their swift response to the question I posed to them before Half Term, "Would you send your child back to the Academy if we were to re-open?". I know that this was a difficult decision to make and many of you would have had mixed feelings about this. I want to re-assure you that we have carried out an extensive range of Risk Assessments in close consultation with Greenwood Academies Trust to ensure that the return of students is as safe as possible.

Therefore, I am now in a position to share with you our plans to welcome Year 10 and Key worker children back to the Academy from **Wednesday 24th June**. I do need to emphasise that this will be for students whose parents have indicated they would like their child to return, no other student will be allowed on site initially. If any Key worker or Year 10 parent would like their child to return and we have not been informed, please contact us on **07394 645101 by Tuesday 16th June**. It is important to note that the return to the Academy will be different, there will be a significant number of measures put in place to allow our students and staff to work together safely and without risk.

The Academy will open for three days per week only; Monday, Wednesday and Friday. Year 10 students will be taught Maths, English and Science on those days respectively. Key worker students will be supervised by non-teaching staff and will be supported to access online work provided by staff. The timings of the day will be;

<b>Year 10 students</b>	<b>Key worker students</b>
8.45am – 8.55am Students assemble at social distance markings outside main reception	9.45am – 9.55am Students assemble at social distance markings outside main reception
8.55am – 9am Registration	9.55am – 10am Registration
9am – 10am Lesson 1	10am – 11am Lesson 1
10am – 10.30am Break	11am – 11.30am Break
10.30am – 11.30am Lesson 2	11.30am – 12.30 Lesson 2
11.30am Students depart	12.30pm – 1pm Lunch
	1pm – 2pm Lesson 3
	2pm Students depart

Students in Year 10 who are not in school when we are open will be expected to dial into online learning lessons via Teams. On Tuesday and Thursdays, all Year 10 students are expected to access options lessons taught on line and key worker children are expected to complete work at home set by teachers.

***The Houghton Regis Academy is part of the Greenwood Dale Foundation Trust Group of Academies***

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at

<http://www.greenwoodacademies.org>

Students do not need to wear school uniform when they come onto site, however they must wear clothing that is appropriate. No short skirts or shorts will be allowed, shoulders and midriffs must be covered. Students can bring a bottle of water or soft drink and a snack to school, **however there will be no catering facilities open to purchase food or drinks.** Key worker children will need to bring a packed lunch.

To ensure the safety of everyone, the following principles will guide our re-opening and must be followed by all students;

- Students will be collected from a socially distant gathering area each morning and escorted to a teaching room by a member of the Senior Leadership Team. Each evening they will be escorted off site following social distancing guidelines.
- Students will stay in one classroom for their lessons and will be escorted to and from this room when they arrive in school and when they leave.
- Students will only spend time with other students in their group and must comply with social distancing rules.
- Students will have a designated social area at breaktime and must stay within its parameters.
- Where possible we would encourage all students to walk or bike to school, ensuring they maintain social distancing.
- Students who are both Key worker and in Year 10, must follow the Key worker day timings.
- Students who are late **will not** be permitted onto school site.

When students are in classrooms we will expect that;

- All students wash their hands / use hand sanitiser when entering a classroom.
- Students will not need to bring equipment for lessons, all lessons delivered at the Academy will use ICT facilities
- There will be no sharing of resources such as textbooks or pens and pencils when on site.
- Students will have a designated seating plan to follow during all lessons, this will enable us to maintain social distancing.

We have updated our behaviour policy to reflect our safety expectations above, this is available to view on our website. Should any student pose a risk to other students or staff by not following the guidance above, they will be sent home immediately.

Prior to any student entering the building, we would ask that the following medical guidance and advice is followed;

- You should not send your child to school if they are clinically vulnerable
- Students should only attend school if they have no symptoms of COVID 19. Please carry out checks on your child before you send them in.
- If your child becomes ill, they will be escorted to a safe and separate room and supervised by a member of staff wearing PPE. You will be contacted by the Academy and must collect your child straight away.
- Students should not attend school if any member of their household has displayed symptoms of COVID 19 in the last 14 days unless that member has tested negative to a coronavirus test from the NHS.
- If a student or a member of their household does become unwell, they must contact the Academy as soon as possible to ensure effective track and trace within the Academy.

There has been much discussion on the use of face coverings / masks as a method to prevent the transmission of COVID 19. We will permit the wearing of a face covering / mask if a member of

staff or student feels more comfortable wearing the covering, this is a personal choice. It is important to note that;

- The Academy will not provide a face covering / mask other than to those staff involved in the administration of first aid or to any student who is travelling home on public transport where a mask may have been forgotten or damaged.
- The face covering / mask is the responsibility of the wearer and should not be shared.
- The face covering / mask should only be worn when entering the Academy site. If a face covering / mask is worn on the journey to school, it should be changed for a fresh covering / mask on entering the site.
- Suitable arrangements will be made on site by the school for the disposal of face covering / mask.
- Face coverings / masks if worn are to cover the mouth and nose only, they should be plain material and not include any text.

Further advice and guidance can be found using the following link;

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

There are other measures we are putting in place to help ensure safety of staff and students;

- Only 25% of Year 10 will be allowed on site at one time.
- Parents should avoid coming onto school site unless it is an emergency. Our reception will be manned on the days we are open to receive calls and enquiries only.
- We kindly request that only one parent drops their child off, this parent should be the same person each day.
- A reminder that we will not be offering any catering facilities during this phase of opening. Students will need to bring a drink and snack from home. Key worker students will need to bring in a packed lunch.
- There will be medically trained staff on site each day during opening.
- Classrooms will be wiped down with disinfectant wipes every day as will all other contact surfaces in the building.
- At least three members of the Senior Leadership Team will be on site each day including the Principal or Vice Principal.

Can I thank all parents and carers in advance for your support with our approach to opening the Academy and we look forward to welcoming students back on Wednesday 24<sup>th</sup> June.

With Best wishes



Mr S. White

**Principal**

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