



# HOUGHTON REGIS ACADEMY

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19.8.20

Dear Parents and Carers

I hope this letter reaches you all well and you have managed to enjoy a peaceful and restful summer with family and friends. I write to inform you of the Academy's arrangements for a full re-opening to all students in September. Please be assured that we have carried out an extensive range of risk assessments in close consultation with the Academy Trust, these can be found on our website along with our revised operating procedures.

## **Start of term**

There will be a staggered start to the new term, this will allow for new Year 7 students to join us earlier to support their transition process. The arrangements are;

Thursday 3<sup>rd</sup> September; Staff Inset day.

Friday 4<sup>th</sup> September; Staff Inset day.

Friday 4<sup>th</sup> September; Year 7 students to attend at 12.30pm for a transition afternoon.

Monday 7<sup>th</sup> September; School starts at 8.40am for all students in Year 7 – 9.

## **Year 7 Transition afternoon**

Students should attend in full Academy uniform and will be permitted entry to the school site between 12.20-12.30pm only. Please ensure students have eaten lunch and bring the equipment outlined in the classroom section below including a full water bottle. Miss Bowen Assistant Principal, will be on hand to meet and greet students. Students can be collected at 3.30pm from the main gate. Parents are asked not to come onto site.

## **The School day**

There will be minimal changes to the school day. Students will be required to enter and leave the site at the main gate in a calm and orderly manner. Students will not be permitted onto site until 8.30am and will be dismissed by class group between 3.05pm – 3.10pm. Where possible, we would encourage students to walk or bike to school and if accompanied by a parent, it is one parent only. On entry to the school at the beginning of the day, each year group will be assigned an entry route to follow;

- Year 7 will follow blue route.
- Year 8 will follow green route.
- Year 9 will follow red route.

Each route will lead to an external meeting area linked to a designed Year zone. Staff will be visible along each route to guide students and to ensure social distancing.

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

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## Academy Zones

Each year group has been assigned a zoned part of the Academy. A zone will consist of classrooms, an external space and designated toilet area. Students will remain in a zone for most of the day and be taught in the same classroom for most subjects except where specialist rooms are needed for subjects such as Technology, PE or Science. External spaces will be used at break and lunchtime. Where students are required to leave their zone to move onto a specialist teaching room, they must ensure social distancing and follow walk on the left signs which will be clearly displayed around the Academy. Each zone is outlined below;

	Zone Area	External Space	Toilet
Year 7 Blue zone	English Rooms 6 – 8	Quad Area	English
Year 8 Green zone	Maths Rooms 10 – 12	Rear Playground	Maths
Year 9 Red zone	Science S1 – S3	Main Playground	PE

## Classrooms

On entry to any classroom around the Academy, students must use the hand sanitisers provided to clean and wash hands. All classrooms will be organised in rows with students facing forward towards the front of the room. Seating plans will be organised for all classes and students will be expected to follow them. We would ask that all students are ready to learn and bring the following items each day as sharing or lending will not be permitted;

- Pen
- Pencil
- Ruler
- Eraser
- Sharpener
- Calculator
- Compass
- School Planner
- Reading book
- Water bottle (water fountains will not be available)

## Canteen

The Academy canteen will be closed before school and during break time. It will operate a slightly reduced menu during lunchtime consisting of hot and cold food. Each year group will have a designated fifteen-minute time slot to enter the canteen, collect and eat food and then depart. This will allow a for a five-minute cleaning window between each sitting. Social distancing guidance must be followed when entering, sitting and leaving the canteen. The first term entry arrangements are as follows;

	Year 7	Year 8	Year 9
Half Term 1	1.15pm – 1.30pm	1.35pm – 1.50pm	1.55pm – 2.10pm
Half Term 2	1.55pm – 2.10pm	1.15pm – 1.30pm	1.35pm – 1.50pm

The Academy will be introducing a cashless system from September, this means students will not be able to pay for food using cash. More information and guidance for parents on this new approach will be available shortly.

## Uniform

It is expected that all students will wear the full Academy uniform on their return in September. We will enforce this as we believe it brings a sense of belonging and pride to our school community. However, on days when students take part in Physical Education, the expectation will be that students wear their PE kit for the whole of that day. This avoids the need to change in restricted space. For the most part, Physical Education activities will take place outside where weather permits, failing this, large indoor spaces such as the Sports Hall will be used.

## Attendance

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well. School attendance will therefore become mandatory from the beginning of the Autumn Term. This means from that point the usual rules regarding attendance apply, these include;

- Parents duty to ensure that their child attends regularly at school where the child is a registered pupil at the school and they are of compulsory school age.
- Schools responsibility to record attendance and follow up absence.
- The availability to issue sanctions, including fixed penalty notices in line with the Local Authorities codes of conduct.

The Academy will therefore resume it's normal attendance process.

## Behaviour

We will expect all students to follow our new behaviour guidance which can be found on the Academy website. We have clear protocols in place for dealing with any behaviour incident this includes unsafe behaviour associated with Covid 19. Any student who fails to follow the guidance and or rules in place will face sanctions as per our behaviour policy. For Covid related behaviours this may include sending students home.

## Form tutors

In September, the Head of Key Stage Three will be Mr Grover. He will be supported by a team of Form Tutors to ensure all students receive the pastoral guidance and support they need. Each Year group will have a nominated Support Tutor, Pastoral Support and assigned Senior Leader. Where there are concerns, the Form tutor should be the first point of contact. Each morning the Form Tutor will meet and greet their tutor group from the designated external zone area at **8.30am**.

Year	Group	Room	Tutor	Support Tutor	Pastoral Support	SLT Link
7	7.1	6	Becky Shepherd	Jackie Gutteridge	Ali Peck	Sam Bowen
8	8.1 8.2	11 10	Karen Williams Terry Massiah	Emily Palmer	Steve Granby	Jay Gill
9	9.1 9.2	S2 S3	Rachel Dilley Kevton Foster	Shannon West	George Antwi	Parminder Sidhu

## Use of Face Masks

The current guidance indicates that face masks / coverings should not be worn in schools, we will follow this guidance unless directed otherwise by the DfE. Therefore students should remove face masks / coverings at the main gate prior to entry to the site, disposable coverings should be placed in the bins provided and non-disposable coverings placed in a sealed bag and kept in student's school bags, hands should be sanitised straight after disposal.

## **Transport**

As per guidance from the DfE, any student using public transport as a means to getting to and from the Academy must wear a face covering. The face covering should then be disposed of as per the guidance above.

## **Co-vid 19**

Students should only attend school if they have no signs of Covid 19. Please carry out any checks on your child for any symptoms before they come into the Academy. If your child does display any symptoms they will be escorted to a separate room and supervised by one of our First Aid trained members of staff who will be wearing full PPE. Parents and Carers will be contacted and expected to pick up their child immediately. Students should not attend the Academy if any member of their household has displayed Covid symptoms in the last 14 days, unless that person has received a negative Covid test result. If a student or any member of the household tests positive, they should contact the Academy straight away to support track and tracing within our Academy community. Please see our Operating Procedures on the Academy website for further guidance.

## **Term dates 2020-21**

- Half Term 1; September 7<sup>th</sup> – October 23<sup>rd</sup>
- Half Term 2; November 2<sup>nd</sup> – December 18<sup>th</sup>
- Half Term 3; January 5<sup>th</sup> 2021 – February 12<sup>th</sup> 2021
- Half Term 4; February 22<sup>nd</sup> 2021 – March 26<sup>th</sup> 2021
- Half Term 5; April 13<sup>th</sup> 2021 – May 28<sup>th</sup> 2021
- Half Term 6; June 7<sup>th</sup> 2021 – July 22<sup>nd</sup>

The following days have been designated as Inset;

- November 27<sup>th</sup>
- January 4<sup>th</sup> 2021
- April 12<sup>th</sup> 2021

Finally, can I thank all parents for their ongoing support for the Academy during this difficult and uncertain time. We look forward to welcoming all students back to the Academy on Monday 7<sup>th</sup> September. Enjoy the rest of the summer.

Best wishes



Mr S. White  
Principal

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