

28 August 2020

Dear Families

I hope this letter finds you safe and well. Thank you for your continued support, it is very much appreciated in these ever-changing times. We have had a busy summer not only preparing for the return of the whole school, but also navigating the many changes that have been made by the government and this summer's results. Duke's Year 11 cohort achieved the best ever GCSE outcomes this year, as we were predicting before lockdown happened. We are incredibly proud of the students and how they have responded to the disappointment of not being able to sit their examinations. The process which staff went through to arrive at the Centre Assessed Grades was extremely rigorous and we are confident that students would have achieved them, had they had the opportunity to do so.

At the end of July, we wrote to you with provisional plans for the start of the academic year in September. You will be aware of the ever-changing government guidelines regarding the reopening of school we have been receiving during the summer holidays. We have now finalised our plans for the start of term, which you will find below. Please read through all the information in this letter and the attachments, in order for you to understand fully, the measures we have planned to ensure the safety and well-being for all.

Our priority for reopening will always be the welfare and safety of students and staff. In order to do this, we will require the full support from everyone in order to minimise the risk of infection.

We will welcome students back from Friday 4 September. Please note below the date, entrance/exit gate to the school and arrival time for your child. On Friday 4 September (Year 7 only) and Monday 7 September (Years 8,9,10 & 11) will be involved in induction activities, including taking students through the revised routines and procedures for movement whilst on the school site.

We have put in place plans to minimise infection and improve our ability to control infection should we have a member of our community test positive. Attendance to school is compulsory in September and children must attend. However, should you family be subject to quarantine due to returning to the UK from a country on the restricted travel list, please let us know and **DO NOT** send your child to school during the quarantine period.

The following link has information and practical guidance from the Department for Education for parents and carers on helping you to plan for your child's return to school. [gov.uk/backtoschool](https://www.gov.uk/backtoschool)

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## SEPTEMBER

- **Wednesday 2<sup>nd</sup> September – Staff INSET Day**
- **Thursday 3<sup>rd</sup> September – Staff INSET Day**
- Friday 4th September **Year 7 only 8:40-3:00pm**
- Monday 7th September **8:40-3:00pm - all years all day start and end times below.**

This slower, staggered start allows us to spend time with students explaining and exploring the new rules and bubble system. This staggered start also allows staff to attend training and prepare for the school year.

We will be zoning the buildings into year group bubbles. Please see the table below for details:

	<b>Entrance and exit</b>	<b>Arrive</b>	<b>Finish</b>	<b>First Day Back at School</b>
Year 7	Worcester Avenue student entrance	8:40	3:00	Friday 4th September
Year 8	Basketball Court entrance	8:50	3:00	Monday 7th September
Year 9	Trulock Road entrance	8:40	3:10	Monday 7th September
Year 10	Sports Centre entrance and through Sports Centre into quiet area	8:50	3:20	Monday 7th September
Year 11	Compound entrance and alongside astro-turf	8:40	3:30	Monday 7th September

**Please note students will only be allowed entry/exit to the school via their designated entry/exit point.**

### **Steps to make us all safe:**

- Masks – students will be allowed to wear face masks when moving along corridors, break and lunchtimes. (We expect students to wear the masks sensibly and correctly. **Students will need to bring their own masks**)
- Teachers will be offered face shields.
- Students will not move outside their given areas shown in the table above. Teachers will move from bubble to bubble to teach but will remain socially distanced at the front of the room and teachers will be asked to socially distance from each other.
- Once students are in school, they will wash their hands regularly, including before and after they eat, and whenever they return from lunch.
- Students will be placed in a designated Year bubble with the rest of their year groups. Bubbles will not come into close contact with each other, which will help keep the school safe.
- As we move to year group bubbles, students will be given a temporary tutor base.
- Students should attend school in full school uniform.
- There will be additional cleaning routines, sanitizing products available in every room and regular reminders of hygiene steps students can take.

## **UNIFORM**

The uniform has not changed and we will have the same high standards as always. If students need a new year colour tie or to purchase a replacement tie, they need to bring in £5 on the first day at school. Please can I remind parents about our zero tolerance on earrings – a single piercing in each ear lobe only, small studs and hair colour. Students will not be doing practical PE lessons until the week commencing 21<sup>st</sup> September.

## **FOOD**

There will be no breakfast or breaktime service. Students need to bring their healthy snack and drink for breaktime. Students will not be allowed off site for breaktime. Please can I ask parents to top-up ParentPay accounts.

## **ACADEMY EQUIPMENT**

It is very important that you have the correct tools for learning.

**Students are required to bring the following equipment to the academy each day:**

- School bag – ruck sack
- Academy diary / notebook
- Small dictionary
- Thesaurus
- A scientific calculator (not a basic calculator)
- 2 black or blue pens
- 2 green pens
- Pencils and a sharpener
- A set of colouring pencils (not felt tips or crayons)
- Pencil rubber
- A pair of compasses
- Ruler
- Protractor
- A reading book
- Glue stick

**All students must have an appropriate academy black bag with equipment for lessons.**

**Bags – from September 2020, all students are required to have a ruck sack for school. It is essential all students have their hands free for washing as they walk around the building.**

**Handbags are **NOT ALLOWED** in the academy.**

**Hair – long hair to be tied back to avoid touching their hair constantly and avoid students touching their face when moving their hair.**

## **PUBLIC TRANSPORT**

Please see updated information from the National Schools Partnership and TfL on the use of public transport:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/901694/ovid-19-passenger-guidance-infographic.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901694/ovid-19-passenger-guidance-infographic.pdf)

### **It is also helpful to have:**

English Dictionary, dual Language Dictionary (for students whose mother tongue is not English) French-English or Turkish English Dictionary (depending on the language the student chooses to study).

### **Available from the academy:**

- |                          |       |        |     |
|--------------------------|-------|--------|-----|
| - Calculators            | £9.00 | Pen    | 10p |
| - Dictionaries/Thesaurus | £5.00 | Pencil | 5p  |
| - Instrument set (Maths) | £2.00 |        |     |

## **MOBILE PHONES AND OTHER PERSONAL PROPERTY IN THE ACADEMY**

The academy will not be liable for phones, money or any personal property at the academy should it become damaged or missing. This includes personal property handed to a member of staff for safe keeping. We will take reasonable care once it is in our possession, but we will take no responsibility for replacement. The responsibility will always be with the owner and we would advise you to insure valuable items accordingly.

**MOBILE PHONES MUST NOT BE SEEN DURING LESSON TIMES. IF SEEN, THEY WILL BE CONFISCATED FOR ONE WEEK.**

## **YEAR 11**

With public exams for Year 11 only a year away, we know our families are wondering what, other than a well planned in class recovery curriculum, we will be planning in order to support students. There will be a letter sent out to Year 11 parents on Friday 4<sup>th</sup> September outlining our extended day-period 6 provision for Year 11s. This is **not** optional. In addition, we will be hosting holiday camps for specific subjects to support further.

## **ATTACHED DOCUMENTS**

1. Home School Agreement
2. Department for Education guidance on using public transport

We are really looking forward to seeing you all!

Yours sincerely



**Ms M Duncan**

Principal