

Ref: MC/Y6

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Tel: 01623 742722

Fax: 01623 742206

enquiries@shirebrookacademy.org

www.shirebrookacademy.org

Common Lane
Shirebrook
Nottinghamshire
NG20 8QF

Dear Parent/Carer

I am delighted to be able to welcome you and your child to the start of a five year learning journey at Shirebrook Academy with the news that we are able to welcome all students back into school on a full-time basis from September. We are really looking forward to welcoming our new year group and to working with you over the next five years to make their time with us a great success.

Whilst these are not the circumstances I would like to be welcoming you into I am sure that we will all adapt quickly and in particular recognise that, even within these limitations, it is better for everyone that all students can come back to school full-time. I recognise that you will have mixed emotions about your child returning to full-time education and this letter aims to alleviate any concerns you may have. A full risk assessment is available to view on the school website. However, this letter outlines the main arrangements of which you need to be aware.

I know you will have many questions and as far as I can I will attempt to answer them in this letter. However, please do also consult our website www.shirebrookacademy.org, our twitter feed @shireacademy or email me at mcottingham@shirebrookacademy.org

The main aims for these arrangements are:

- to provide a full curriculum with all students in school studying all subjects
- support students to adjust to being back in school and to build on the learning they have done during lockdown
- to limit the risks of infection spreading within school by:
 - ✓ creating 'a bubble' of each year group to limit the number of different people students are mixing with during the school day.
 - ✓ reducing the number of different rooms and pieces of equipment that students will be in contact with during each day
 - ✓ practising covid-safe precautions such as sanitising, hand washing and social distancing where possible.



Year Seven will start on Monday 7th September 2020 at 8.45am with all other year groups joining them on Tuesday 8th September 2020 at 8.45am. This allows Year

Seven students a chance to settle in to their new school before everyone arrives.

On day one, September 7th, all Year 7 students should gather in the yard area at the rear of the sports hall. At 8.45 they will enter the sports hall for an assembly and welcome and be introduced to their form tutors.

From Tuesday September 8th Year 7 students must enter school via the main student entrance at the back of the school near the MUGA and into the lower atrium. Walk up the left hand side of the lower atrium, past the library and up the 'glass stairs' to their form room in the Humanities Department.

«Name_First_Name» has been placed in «Class» and your child's teacher is «Teacher_».

A welcome from the form tutor can be found in the Y6 newsletter that you should have already received and which can also be viewed on our website <https://www.shirebrookacademy.org/year-6-transition/>

A copy of the Parent Information Pack is enclosed which should answer any immediate questions you may have.

Please use the link <https://tinyurl.com/shbparentpack> to complete the parental consent requirements.

The start of the day

Students will not be able to enter the building until 8.40am and must go straight to their form room. Y7 must enter via the main student entrance into the lower atrium at the rear of the building.

Location of Lessons

Except for PE and some music lessons, students will be in their form rooms. Teachers will move to those rooms as per the normal timetable. All lessons will be taught in form groups in the first instance.

Equipment

In order to limit the risk of infection spreading through the sharing equipment we ask that all students ensure that they have as a minimum:

- ✓ A black or blue pen
- ✓ A green pen
- ✓ A 30 cm ruler
- ✓ A pencil, eraser and pencil sharpener
- ✓ A highlighter
- ✓ A glue stick
- ✓ A set of coloured pencils

It would also be helpful to have their own scientific calculator to avoid having to borrow one.

Students should expect to keep their exercise books with them unless they are handed in for marking.

School Dress / Uniform

All students are expected to wear full school uniform and school PE kit. We recognise that some parents, especially in Year 7, may not have been able to source all items of uniform in time for September. As such, we expect a minimum of white shirt/blouse and black trousers/skirt to begin the term with a deadline of Monday October 5th for full uniform for all. However, please do wear full uniform if you are able from day one.

Avoiding close contact

The full 2m social distancing will not be possible in school. However, we can still minimise close contact.

- ✓ Students should not touch other students.
- ✓ Teachers will try to maintain a 2m distance where possible.
- ✓ Seating plans will be established and students will stay in the same seat when in that room.
- ✓ Students should only use the toilets in their own year group 'zone'.
- ✓ Classrooms will be organised in rows with the teacher at the front wherever possible
- ✓ One-way system will be in place for the lower atrium - library side for up, theatre side for down and on the stairs which will also be divided down the middle, students should always walk on left.

Curriculum Adjustments

- Practical activities in Science & DT will be by teacher demonstration only.
- In all lessons group activities requiring face-to-face working will be avoided
- Group singing will not be allowed.
- In PE, contact sports will not be allowed and lessons will take place outdoors wherever possible.
- Students will change into PE kit for their double PE lessons but not for the single PE period.

General hygiene

Students will be expected to sanitise their hands on entry to school and dispose of any masks they have worn on public transport.

Hand sanitiser will be available in all classrooms.

On the small number of occasions where there is a change of user, rooms and equipment will be cleaned.

Parents coming into school for meetings

If possible arrange to speak to staff via telephone or video conferencing.

If you do need to come to school in person, you must book an appointment so that a safe space can be provided. Please do not come to school without an appointment as you will not be able to see anyone.

Break and Lunchtime

Students will remain in their year group classroom zones during morning break. There will be no provision for food or drink from Maz's place. Students will be provided with their own water bottle and will need to bring their own snacks. Please remember that energy drinks, fizzy drinks and any products containing nuts are banned in school.

Students will order food from a limited menu during morning form time and collect it at lunchtime. No cash will be accepted in school, parents must pre-load their child's card via Parent Pay.

Lunchtime will be staggered so that KS3 students will have lunch at a different time to KS4 to enable year groups to be kept separate. Year 7 lunchtime will be 12.40 to 1.30pm.

Extra curricular offer

We hope to be able to continue offering a range of extra-curricular activities but these will be limited to single year groups at any one session. Further details of our extra-curricular offer will be provided in September.

Re-adjusting to school life and rebuilding our community

During week 1, students will spend a little bit more time than normal in form groups as we do during Personal Development Days, reflecting on their experiences of lockdown and remote learning and preparing for the new way that school is going to be organised. It is important that we take time to reconnect with each other and ensure we all feel safe and comfortable back in school before getting into specific subject learning.

Monday 7th September & Tuesday 8th September will be PD Days and Period 1 & 2 on Wednesday 9th, Periods 5 & 6 on Thursday 10th and P6 on Friday will be PD sessions.

As part of this work it would be great if your son/daughter could bring in any transition work they may have completed at home on the first day in September. This can also include anything else they have achieved during lockdown so we can celebrate it together in school.

Yours sincerely



Mark Cottingham

Principal