

Ref: MC

July 2020

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Dear Parents, Carers and Students

I am delighted to be able to inform you of our plans to welcome all students back into school on a full-time basis from September. Year Seven will start on Monday 7<sup>th</sup> September 2020 at 8.45am with all other year groups joining them on Tuesday 8<sup>th</sup> September 2020 at 8.45am. This allows Year Seven a chance to settle in to their new school before everyone arrives.

I would like to take this opportunity to thank you for your efforts in becoming co-educators over the past few months. I know that juggling home-schooling with everything else has been really difficult and I applaud you for supporting the remote learning programme which most students have engaged with very well. Successful education is about partnerships and only by school and family working in harmony can we be successful. Many thanks for your patience and resilience.

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.

Whilst it will feel different in September and there are many restrictions on what we are able to do within the regulations, I am sure that 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. We are all very much looking forward to welcoming everyone back in school, reconnecting our wonderful school community and getting to back to teaching and learning.

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](http://www.shirebrookacademy.org), our twitter feed @shireacademy or email me at [mcottingham@shirebrookacademy.org](mailto: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.

### **The start of the day**

Students will not be able to access the building until 8.40am. There will be no breakfast service in Maz's Place and students will not be allowed to congregate in the atrium. Instead, they should enter the building between 8.40 and 8.45 via the entrances listed below depending on their year group and go straight to their designated classroom. A list of form rooms is enclosed in this mailing.

Year 8: Enter via the silver fire doors into the Technology Department, walk up the back stairs into the Maths Department.

Year 9: Enter via Main Adult reception at the front of school, turn left and up the back stairs to the English Department.

Year 10: Enter via the fire doors next to the Pod and walk up the back stairs from PE to Computing.

Year 11: Enter via the Main Adult reception at the front of school and go to the allocated Science room.

### **Location of Lessons**

Except for PE and some music lessons, students will be taught in year groups in their form rooms in specific zones of the school. Teachers will move to those rooms as per the normal timetable

- Y8 Maths classrooms: All lessons in sets except DT which is in form groups
- Y9 English classrooms: All lessons in sets except DT which is in form groups
- Y10 MFL/ICT classrooms: All lessons in normal timetabled groups
- Y11 Science classrooms: All lessons in normal timetabled groups

KS4 students will move out of their base area for Core PE and options in DT, PE, Music, Art, ICT & Computing.

### **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.
- ✓ 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 may not have been able to source new 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 5<sup>th</sup> 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 the left.

### **Curriculum Adjustments**

- Practical activities in Science will be by teacher demonstration only and all lessons in Science will be taught in the year group zoned areas not in department.
- KS3 Technology will be taught in the year group zoned areas not in department and practical activities will be by teacher demonstration only.
- At KS4 technology will be taught in specialist rooms but the amount of practical work will be reduced and all equipment will be sanitised between uses.
- 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 in KS3.
- Year 11 should arrive already changed for their PE lessons on Tuesday and Thursday mornings. They must then change to their uniform for the rest of the day.
- Alternative Provision sessions at the pine cone and BASE and intervention sessions in Academy Support will continue as timetabled but with no mixing of age groups.

### **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 bottles at the start of the year and should 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.

Our current period 4 will be lunchtime for Y10 and Y11, with KS3 having their lunch at 12.40 to 1.30. Maz's Place and the atrium will be zoned and students will have to stay within their year group zone. Similarly, outside areas will be zoned and for the exclusive use of specific year groups.

### **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.

To help with this process we would encourage all student to bring some work or project that they have completed at home of which they are proud, this will form the basis of some work in week one and contribute to a form display board in each room celebrating our students achievements during lockdown.

In subject lessons during weeks 1 and 2 we will take time to find out what students have learnt during lockdown so that we can adjust our curriculum and lessons accordingly. This doesn't mean students will face a barrage of tests and there will be no data collections or reporting of scores, grades or levels to begin with. Instead our teachers will use a range of methods to assess students' readiness for the next stage of learning in each subject.

Yours sincerely



Mark Cottingham, Principal