

17<sup>th</sup> July 2020



**The Queen Elizabeth  
Academy**

“We Can and We Will”

Dear Parents/Carers

It is the government's intention for all pupils to be back to school in September. ATT and our academies support and are working towards this ambition because prolonged absence from school is concerning:

- academically,
- socially and
- for some children from a welfare and safety perspective

and also because the long term impact of a deep recession is very damaging to our families.

Our plans to re-open have been ratified by our Trust Estates team as meeting the government guidance on safety and procedures. We are following the safe, steady and gradual approach that our Trust CEO, Debbie Clinton, has promised to ensure that our community returns and operates in a sensible and orderly manner. We are also satisfied that our plans meet the government ambition of maintaining the full broad and balanced curriculum.

Our return dates to the academy reflect our considered approach: -

- Tuesday 1st September 2020 – Planned Training Day
- Wednesday 2nd September 2020 – Planned Training Day
- Thursday 3rd September 2020 – Year 7 and Year 11 in the academy
- Friday 4th September 2020 – All year groups in the academy.

### **Arrival to the academy**

Students will arrive at the academy at staggered times and at different entry points to ensure groups of students from different “bubbles” do not mix. Parents are advised by the government that students may wear face masks on their journey to and from the academy, but these must not be worn in the academy. If being disposed of, these can be put in lidded bins provided by the academy on arrival, or students must bring a plastic bag to keep the mask in during the day.

**8:35 am – Year 7 and Year 10** enter the academy via the front gates and walk to the left side far entrance (sports hall side).

**8:40 am – Year 9 and Year 11** enter the academy via the right hand gates and use the right hand entrance (food room side) to enter the academy.

**8:45 am – Year 8** enter the academy using the front gate and front entrance (reception side)

Students will remain in these year group bubbles throughout the academy day. Therefore: -

- Year 8 lessons will all take place on the ground floor and this year group will operate in a zone which incorporates the hall, hall servery area, dance studio and grassy area at the side of the academy.
- Year 9 and 11 lessons will all take place on the first floor and this year group will operate in a zone which includes the outdoor servery hatch, sheltered eating areas and the astro turf.
- Year 7 and 10 lessons will take place on the second floor and this year group will operate in a zone which incorporates the canteen and the playground.

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**Principal: Mr N Harding - (BA Hons) PGCE NPQH**

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Whilst we are unable to operate Breakfast club at this time, students will be able to purchase food at break and at lunch time. Students will not be able to use the fingerprint readers to access their accounts and parents are advised to use parent pay to charge your child's accounts if they want to purchase food in the academy. Please understand that this is in the interests of community safety.

Students will undertake a normal timetable during the day, including break time and lunch time, in which they will receive the full range of subjects within their bubble. Their class teachers will move between bubbles to teach your child and will remain in a 2 metre exclusion zone at the front of the classroom at all time. Practical subjects will be taught although the curriculum will be modified to ensure theory work and demonstrations replace the usual practical aspects of a lesson in which children usually move about in the classroom. To meet the government's directive of ensuring distancing, wherever possible, students will move in a one-way system in their bubbles in single file. Whilst students are permitted to sit next to one another, no students will be sat facing each other or sat in an adjacent position.

We have purchased a pencil case with stationery within it for every child and this will be issued to them for use at the start of the academic year. Your child must look after their equipment and only use it themselves as we must avoid the community having to lend or share equipment.

PE will run as normal with students being escorted out of their bubble to change into their PE kit. All sports played will be safer distanced and will meet the government recommendations.

### **The end of the academy day**

In meeting government safety requirements, we are staggering the end of the day very slightly.

- 3:05 pm – Year 8 will be released from their bubble. No students can remain at the academy exits and must either continue walking away from the academy or meet their lifts.
- Once Year 8 are clear Year 9 and Year 11 will be released from their bubble. No students can remain at the academy exits and must either continue walking away from the academy or meet their lifts.
- Once Year 9 and Year 11 have cleared Year 7 and Year 10 will be released from their bubble.

I have informed local transport and bus companies of our entry and exit times, so that they can support us in ensuring their services meet the needs of your child.

### **Safety and Control Measures**

To ensure safety for our community the following will be in place: -

- Academy risk assessments (to be released on the website in the next two weeks).
- Hand sanitizer and wipes which must be used when any individual enters a classroom.
- Increased cleaning routines.
- Hand washing routines throughout the day.
- Desks all facing in one direction in the classroom.
- Lidded bins to operate the "catch it, bin it, kill it" protocol.
- One way, single file system in corridors.
- Ventilated rooms.
- Screens to zone off "bubbles" to ensure that no "bubbles" are broken.
- PPE for staff to use if they need to care for a child in an emergency and need to be within 2 metres.

## Important risk reduction information for parents

We all have an important part to play in ensuring the safety of our community. To reduce risk we must adhere to the following principles which have been formed by Public Health England: -

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, by not attending school
- Anyone developing symptoms during the school day will be sent home immediately, must isolate for 7 days and must have a test immediately.
- Anyone who has symptoms during the day will be moved to a ventilated room away from other students awaiting collection. If they use the bathroom this will be cleaned and disinfected after use.
- Any students that have been in the bubble with students developing symptoms do not need to be sent home to self-isolate unless they develop symptoms themselves. In this case they must arrange a test.
- Parents must be willing to engage with the NHS Test and Trace service.
- If tested students or colleagues are covid negative they can return to school when they feel well enough to. If students or colleagues are covid positive they must isolate for 7 days from the onset of the covid symptoms and return to school when those symptoms have disappeared, other than the cough and loss of sense of smell which can continue for several weeks. Other members of their household should isolate for 14 days.

In the case of a confirmed positive case of covid from our academy community we will contact our local Director of Public Health who will advise on the steps we need to take to support and communicate with the community.

Apologies for the amount of information contained within this letter, but I felt it was crucial to appraise parents of our plans. You will be directed to study our risk assessments in the coming weeks.

For more information about government guidance please visit:-

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Harding', with a long horizontal stroke extending to the right.

Mr N Harding  
Principal  
The Queen Elizabeth Academy