16 July 2020

Dear Parents and Carers,

We would like to start by thanking all of our parents/carers for all your support and hard work in supporting home learning for our students.

Last September, we could not have possibly imagined that we would be ending this academic year in this way. It is fair to say that this year has provided us all with many challenges, but as a school community of students, staff, parents/carers, we believe that as we come through it, we will emerge better and stronger for it.

As we write this letter, we are making preparations to welcome back all of our students in years 7-13 in September. We hope that September will provide students with some sense of normality and routine, whilst also allowing them to have face to face learning and socialise with peers. In line with government guidance we will be making the necessary arrangements to ensure all students and staff return to an environment at Hamstead Hall which is safe.

In this letter we will be sharing with you what the changes will be in September alongside our expectations for all students.

These can be summarised into the following categories:

1. The Year group ‘bubbles’
2. Uniform
3. Equipment
4. Health and Safety
5. Illness
6. Travel to and from School
7. Format of the School Day
8. PE and Games
9. Arrangements for First week in September

1. Year group ‘bubbles’
As per the government guidance, we will be operating a ‘bubble’ system. Each year group will be a ‘bubble’. This means each year group bubble will be assigned a particular area in the school which we will call a ‘zone’. These zones will help us to prevent the students mixing with students from other year groups.

To minimise movement around the school, students in years 7, 8 and 9 will stay in the same classroom for all of their lessons and the teachers will move to the different classrooms. Students in years 10, 11, 12 and 13 will move between rooms in their ‘zone’ to ensure that they can continue to study all of the chosen subjects and will have access to specialist classrooms if they study practical subjects such as Art, D&T, Music, etc.
To ensure students in different bubbles do not mix we will be issuing all students with a different coloured lanyard for each year group and an ID badge so they can be easily identified. We will still be encouraging social distancing within bubbles, where possible.

See Appendix 1 for Zones

2. Uniform
Students in Years 7 - 11 are expected to return to school in full academy uniform which can be purchased from Uniform Plus, Old Walsall Road or Gogna Schoolwear & Sports, Rookery Road. We look forward to your full co-operation on this matter. Parents/carers will be contacted if there are any issues with uniform.

If your child has PE/Games, they should arrive at school in their PE kit on that day, so they do not have to change during the day.

3. Equipment
To help minimise contact between students, they will not be able to borrow equipment (pens, pencils etc) when they come into school. We will be providing paper, textbooks and exercise books.

We require all students to bring the following equipment into school every day:

<table>
<thead>
<tr>
<th>Pen</th>
<th>Pencil</th>
<th>Ruler</th>
<th>Rubber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass</td>
<td>Protractor</td>
<td>Glue stick</td>
<td>Calculator</td>
</tr>
<tr>
<td>Pencil Crayons or felt tips</td>
<td>Pack of Highlighters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most of these items are within geometry sets that can be purchased.

We also strongly recommend that students bring the following into school every day:

*Tissues and Sanitiser hand gel (70% alcohol)*

4. Health & Safety
Whenever students enter the school building, be it in the morning or after break and lunch they will all be expected to use hand sanitiser before they enter their classrooms. We have put hand sanitising stations at all the entry points into the school buildings as shown.

We would also suggest that students bring in their own personal hand sanitiser which they can use throughout the day. We will also be encouraging students to wash their hands regularly.

In addition to the intensive cleaning before and after school; school toilets and ‘touch points’ will also be periodically cleaned during the school day to further keep the site as safe as possible.

/cont…
5. Illness
If your child, or anyone in the household, is showing symptoms of Covid-19 please make sure they **do not** come into school. In such cases we would strongly advise that you book a coronavirus test by logging onto [www.gov.uk](http://www.gov.uk) and let us know what the outcome of the test is. The latest government guidance on testing, symptoms and public health advice can be found here: [https://www.nhs.uk/conditions/coronavirus-covid-19/](https://www.nhs.uk/conditions/coronavirus-covid-19/)

If your son/daughter becomes ill whilst in the academy and exhibits Covid symptoms he/she will be isolated and you will be called to collect him/her. You will be expected to book a coronavirus test and to inform us of the outcome.

6. Travel to and from School

If your son or daughter travels by public transport he/she must wear a face mask.

In line with current government *guidance*, students who arrive to school with a face covering, must remove these at the school gate and place in a covered bin or a plastic bag which they can take home with them. All students will wash or sanitise their hands as they enter the school.

*At the time of writing this letter, we are using the current government guidance as of 2 July 2020. This guidance is subject to change and if there are any changes, we will let parents/carers know.*

There will be a staggered arrival time for each year group and students will not be allowed on site before their designated arrival time. Cleaners must be allowed time before school where the site is completely empty to allow for effective and thorough cleaning.

**See Appendix 2 for the entry to school.**

7. Format of the School Day

a. Arrival/Departure Times

<table>
<thead>
<tr>
<th>Year</th>
<th>Arrival</th>
<th>Departure</th>
<th>Gate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>8.30</td>
<td>3.10</td>
<td>Parkside Road</td>
</tr>
<tr>
<td>8</td>
<td>8.30</td>
<td>3.15</td>
<td>Parkside Road</td>
</tr>
<tr>
<td>9</td>
<td>8.45</td>
<td>3.20</td>
<td>Parkside Road</td>
</tr>
<tr>
<td>10</td>
<td>8.45</td>
<td>3.10</td>
<td>Craythorne Avenue</td>
</tr>
<tr>
<td>11</td>
<td>8.30</td>
<td>3.15</td>
<td>Craythorne Avenue</td>
</tr>
<tr>
<td>12 &amp; 13</td>
<td>8.45</td>
<td>3.20</td>
<td>Craythorne Avenue</td>
</tr>
</tbody>
</table>

b. Break and Lunchtime

Different ‘bubbles’ will be allocated specific recreation zones at break and lunchtime to minimise contact between year group bubbles. Break and lunchtimes will be staggered.

While food will be served on school site, it will be a limited menu and we advise, where possible, that your son/daughter bring in a packed lunch and their own food for break.

/cont…
Payment for food
In light of Covid-19, to safeguard both students and staff, students will no longer be using biometrics or pin numbers to access their lunch accounts. Contactless payments will be taken using their new ID badges which will double up as a lunch payment card. It is important that students have their ID badges with them every day.

No cash or cheque payments will be accepted for the foreseeable future; therefore parents/carers will need to use our online method to top up your child’s dinner money account. This will not be possible at school. This can be done using ParentPay. If you have not yet activated your child’s ParentPay account, you will be sent a separate account activation letter. Please ensure that you activate your accounts before your child returns to school in September. The PayPoint top up method will still be available.

c. School Lesson Timetable
To minimise movement and maximise learning time we will be having 3, 90-minute lessons. This is the structure of the day, for every day, throughout the week.

8.30 – 9.00  Staggered arrival times for students
9.00 – 10.45  Period 1 (Includes 15-minute pastoral time)
10.45 – 11.15  Break
11.15 – 11.25  Students return to lessons and clean or sanitise hands
11.25 – 12.55  Period 2
12.55 – 1.35  Lunch
1.35 – 1.45  Students return to lessons and clean or sanitise hands
1.45 – 3.10 / 3.15**  Period 3
3.10 – 3.20  Staggered departure times for students

** Please see table on page 4 for departure times.

8. PE and Games
PE lessons will take place. We want to allow students the opportunity to enjoy exercise as part of their education to promote physical and mental wellbeing. If your son/daughter has a PE lesson, they should arrive to school in their PE kit on that day. They will be able to go home wearing their PE kit and will not need to change into their school uniform.

9. Arrangements for First week in September
As there will be significant changes to the structures and routines for students in September, we will be inviting them into school for an induction period during the first week back in September. We think it is important that we do this with year groups individually so that we are able to explain and model the new routines to all students and they can understand the safety procedures we have put in place for them.

The table below shows the designated times for the induction sessions for year groups 8 – 13.

Although Year 7 students will be in every day from 2 September, the other year groups will only come into school for their induction sessions where the new routines can be explained and modelled.

/cont…
Each year group will arrive and leave at the times given below:

<table>
<thead>
<tr>
<th>YEAR GROUP</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday 2 September</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>8.30am</td>
<td>9.00am</td>
<td>10.45am</td>
<td></td>
<td></td>
<td></td>
<td>1.30pm</td>
</tr>
<tr>
<td>Leave:</td>
<td>3.10pm</td>
<td>11.10am</td>
<td>12.55pm</td>
<td></td>
<td></td>
<td></td>
<td>3.15pm</td>
</tr>
<tr>
<td><strong>Thursday 3 September</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>8.30am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.30pm</td>
</tr>
<tr>
<td>Leave:</td>
<td>3.10pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.15pm</td>
</tr>
<tr>
<td><strong>Friday 4 September</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrive:</td>
<td>8.30am</td>
<td>9.00am</td>
<td>11.10am</td>
<td></td>
<td></td>
<td></td>
<td>3.10pm</td>
</tr>
<tr>
<td>Leave:</td>
<td>3.10pm</td>
<td>10.45am</td>
<td>12.55pm</td>
<td></td>
<td></td>
<td></td>
<td>3.15pm</td>
</tr>
</tbody>
</table>

**Students in Year 7**

We are looking forward to welcoming our new year 7 students on 2 September. Students in year 7 are to arrive at the academy by **8.30am** every morning using the Parkside Road entrance. Students should be arriving to school in full academy uniform.

We appreciate that the above guidance is lengthy and specific. However, we wanted to be able to clearly set out expectations and some of the plans we have in place for September to ensure there is a clarity of communication between you, our students and parents/carers.

Thank you for your support during this unprecedented time of school closure. Your messages of support for the school has helped encourage us during these difficult times.

We are aware for some children, the return to school may prove difficult, overwhelming or for some, it may take time to re-adjust to a ‘normal routine’ again. We do expect all students to adhere to our high expectations in terms of excellent behaviour, uniform and conduct around school. If your child shows signs of being anxious or if they are struggling to readjust to their new routine, appropriate provision is in place to support every child through this transitional stage. The pastoral and mentoring teams will be available throughout the day to ensure all children have a positive return to school.

We sincerely hope that we will be able to make a safe return to school in September. However, should we sadly be ordered to close by the government or Public Health England, we can resume with learning on Show My Homework which has proven to be an excellent online platform.

We want to reassure you that, as always, the safety of our students and staff remain at the forefront of our thoughts. We hope you and your family keep safe and well over summer, and we look forward to welcoming all our students back to school in September.

Yours sincerely

Mr S Farar  
Executive Principal

Mr J Mortimer  
Executive Principal
Appendix 1: Zones for year groups

<table>
<thead>
<tr>
<th>Zone</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12/13</th>
<th>Shadow Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>600/700</td>
<td>400</td>
<td>500</td>
<td>300</td>
<td>200</td>
<td>600/100</td>
<td>423 – Year 7, 8, 9</td>
</tr>
<tr>
<td>Outdoor</td>
<td>Canteen</td>
<td>Parkside hall</td>
<td>Parkside hall</td>
<td>Craythorne hall</td>
<td>Craythorne hall</td>
<td>Canteen</td>
<td>202 – Year 10, 11</td>
</tr>
<tr>
<td>Outdoor</td>
<td>TT canopy &amp; bottom playground</td>
<td>½ Field</td>
<td>½ Field</td>
<td>Top playground</td>
<td>Astroturf</td>
<td>Aspirations</td>
<td>204 – Year 10, 11</td>
</tr>
<tr>
<td>Indoor</td>
<td>Drama studio</td>
<td>½ Sports Hall</td>
<td>Parkside gym</td>
<td>Craythorne gym</td>
<td>½ Sports hall</td>
<td>Aspirations study area</td>
<td>613 – Year 10, 11</td>
</tr>
<tr>
<td>Toilets</td>
<td>600</td>
<td>400</td>
<td>500</td>
<td>300</td>
<td>200</td>
<td>Aspirations</td>
<td>Drama Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sports Facilities</td>
</tr>
</tbody>
</table>

[Map of the school grounds]
Appendix 2: Entry to school plans. (Years 7, 8 and 11)

Entry to school plans. (Years 9, 10, 12 and 13)