



25<sup>th</sup> February 2021

Dear Parent/Carer

We hope you are all safe and well, we are really looking forward to welcoming students back the week after next and seeing everyone again, I am sure many students are ready to return to school and face-to-face learning. Communication with all the relevant information regarding the testing process prior to the students return will be sent in due course.

Below is a reminder of our key routines and procedures to ensure we can make a smooth and safe return.

### Timings of the Day

All lesson times will revert to the original time slots as below from the 9<sup>th</sup> March, with break at 11:15-11:30am and lunch 1:40-2:10pm.

Lesson	Time
1	9:05-10:05
2	10:10- 11:15
3	11:30-12:35
4	12:40-1:40
5	2:15- 3:15
6	3:15-4:15

For the remainder of this half term, we are continuing the process of collapsing form time for Year 13, **therefore the earliest they should arrive at school is 8:55am**. In addition, they will still have the flexibility to take non-contacts and independent study lessons at home to study. Students may choose to come into school during this time and it will be expected that they use independent study period and non-contacts as normal, using the study spaces to study. Students must ensure that they are on time for their lessons.

**Students must sign in and out using their ID card through the school inventory system, as they arrive and leave for Health and Safety.**

### Learning and Live Lessons from Monday 1<sup>st</sup> March until 12<sup>th</sup> March

As we phase back into school, learning will take different formats. Your child may have less live lessons in favour of work set on Microsoft Teams. This is to allow staff to prepare the curriculum, assessments and arrange the Covid-19 Testing. In addition, live lessons will not be available on the days your child's year group is being Covid-19 tested. Your support is appreciated as during this period of change.

## Testing

Below are the times allocated for Year 13 to have 3 tests for the return to school. On the 8<sup>th</sup> March students come in for that just that particular slot. On the following two days, please ensure that they attend the correct slot for their form. If they are in lessons, they will just excuse themselves to attend that test. However, if this allocated slot falls when students would be at home studying or if on 16<sup>th</sup> you happen to have an exam, please ask them to attend the most suitable slot around their lesson or exam.

<b>Monday 8<sup>th</sup> March</b>		<b>Thursday 11<sup>th</sup> March</b>		<b>Tuesday 16<sup>th</sup> March</b>	
13.00 - 13.30	Year 13 CA2	9.00 - 9.30	Year 13 CA2	12.00- 12.30	Year 13 CA2
13.30 - 14.00	Year 13 CS1	9.30 - 10.00	Year 13 CS1	12.30 - 13.00	Year 13 CS1
14.00- 14.30	Year 13 CS2	10.00 - 10.30	Year 13 CS2	13.00 - 13.30	Year 13 CS2
14.30 - 15.00	Year 13 CS3	10.30 - 11.00	Year 13 CS3	13.30 - 14.00	Year 13 CS3
15.00- 15.30	Year 13 EA2	11.00 - 11.30	Year 13 EA2	14.00- 14.30	Year 13 EA2
15.30 - 16.00	Year 13 VY1	11.30- 12.00	Year 13 VY1	14.30 - 15.00	Year 13 VY1

**On the 8<sup>th</sup> March subject lessons will not be online due to the testing, and teachers will be setting work for them to complete during this time.**

After this students will be provided with two tests to do at home each week, which we hope for your own health and safety as well as that of our community they will take each week. Students will need to register on the Track and trace app to be able to enter their results.

## Uniform

Students will need to return to school in normal sixth form business dress code. There will be a continued focus on ventilation within all rooms in the school, with all windows being open to support this, so please think carefully about additional layers on cold days.

## Masks

**All students will now be expected to wear a face mask at all times in school**, in all the sixth form study spaces, corridors and now also during lessons. **We recommend that students have two masks with them each day**, to support having to wear one all day. Please ensure they bring a small sandwich style bag to put the mask in when they do remove it for eating/drinking.

## Additional Routines

All students should still try to **maintain social distancing as much as possible** when in the study spaces in sixth form, we will be continuing to use the exam desks for studying to support this.

**We will continue to expect students to record the table number they are sat at in any of the sixth form study spaces**, so that we can quickly identify 'close contacts' of any student that happens to test positive. Students must ensure they do this for all lessons, break and lunch time.

If students decide to visit the co-op or other local areas at break and lunch time, **please remind them that the current restrictions are that they can only socialise with one other person outside of your household bubble. Therefore, it is our expectation whilst they are out in the community, they follow this**, even though they maybe mixing with more people inside school itself. It is important that they play their role and support the whole community until this rule is

changed by the government.

## **PPEs**

**PPEs and study leave commence 15<sup>th</sup> March**, all of those students taking A levels will have study leave, **BTEC lessons will continue to run during these two weeks**. Students will only need to come into school for their exams during these two weeks. They will be expected to be in normal business dress code and should aim to arrive to school 15 minutes before each exam. Students **must sign in and out using the inventory system**.

## **Support**

The last few months have been a difficult time for everyone, having not been in school since November, so there will no doubt some students who feel incredibly anxious, but hopefully excited at the same time. Remember there is a team of people on hand to help should they need it. Do not be afraid to talk to your form tutor, one of the sixth form team or subject teachers if they feel overwhelmed and in need additional support, we are all here to help.

If you have any further questions on any of the above, please do not hesitate to contact

[bmayles@thehazeleyacademy.com](mailto:bmayles@thehazeleyacademy.com)

I look forward to seeing everyone in a little over a week, where we will make the most of being back together and enjoying the final months of school, as I want each and every student to look back on their time at Hazeley and not remember bad days of COVID but remembering the good and fun times they had and how they grew through the challenges that were thrown at them and has helped them to become better versions of themselves.

Yours sincerely



Mrs Mayles  
Assistant Principal – Head of Sixth Form