



13th July 2020

Dear Parents and Carers,

I hope that you are as excited as we are at the prospect of **all** students returning in September. We said right from the start that we wanted to **come back stronger**; I am confident that through working so closely together we are on track to do just that.

As you would expect from Hazeley we will keep **safety as our number one priority**, while also ensuring that our young people can enjoy great learning, warm pastoral care, and much needed safe social interaction.

To ensure this happens we have used the government guidance and adapted it to meet our setting.

The key principles of this guidance are:

- Grouping students together in “bubbles” and reducing contact between the groups
- Arranging classrooms with forward facing desks
- Robust hand washing and respiratory hygiene
- A requirement that people who are ill stay at home and actively engage in NHS track and trace
- Enhanced cleaning arrangements

Some of the key changes you need to be aware of are:

- A staggered start to the year to welcome students back and allow them to learn new safety routines
- Small changes to the start and end of the school day, for some year groups
- On days students have PE they will need to come to school in their PE kit for the day
- There will be no extracurricular activities until at least October half term (including use of the library)
- We are encouraging students to walk or cycle to school, avoiding public transport as much as possible
- There may be occasions that we have to be a little more robust with our behaviour policy to ensure safety

It is important to note there will be differences between year groups, so please check carefully which elements affect your child/children.

We cannot claim to offer you perfection, no school can pretend to be 100% safe, but we promise to do all we can to protect your child and the wider community. There are more details on the attached pages. If after reading the more detailed plans below you have any further questions or ideas, then please do not hesitate to contact me - twhiteman@thehazeleyacademy.com

We do not expect any significant changes between now and September, but 2020 is bringing surprises and I am sure that you will want us to make improvements if these opportunities arise.

Thank you for working with us to grow a vibrant community of exceptional people.

Yours sincerely

Miss Whiteman
Senior Deputy Principal

Our Plan

We will open in our usual way in September but with a staggered start:

- Thursday 3rd September 2020 – Year 7 and Year 12 only
- Friday 4th September 2020 – Year 8, Year 10 and Year 13 only
- Monday 7th September 2020 – Year 9 and Year 11 only
- Tuesday 8th September 2020 - All students return to start full lessons

This staggered start will allow us to welcome students back in a calm, supportive and safe environment. On their first day they will spend a significant part of it with their tutor to readjust to Academy routines and reconnect with their teachers and fellow students. Students will begin lessons in the afternoon. We feel that it is vital that we conduct this slower introduction so that students are not overwhelmed walking into the building with 1500 other students after being away for so long.

We are also adjusting the start and finish times of the school day for certain year groups so that we do not have large numbers of students entering and leaving the Academy at the same time. The new school day times will now be:

Arriving to the Academy – Staggered to meet Government Requirements

8.35 a.m.	<ul style="list-style-type: none">• Year 7 enter by the A corridor door (Maths door)• Year 8 enter by the G corridor (History door)• Year 9 enter by the E corridor (English door)• Year 12 enter by the 6th form hub• Year 13 enter by Main Reception All students are to go immediately to their <u>form rooms</u> . Students will not be permitted to gather with their friends before school.
9.00 a.m.	<ul style="list-style-type: none">• Year 10 enter by canteen and will wait here. Once the corridors are clear they will enter the school.• Year 11 enter by the outside sports hall door and will wait here. Once the corridors are clear they will enter the school. We politely request that students do not arrive earlier than the times indicated above. Both year groups will go straight to their <u>first lesson</u> , not form time.

Leaving the Academy - staggered to meet Government Requirements

3.10 p.m.	<ul style="list-style-type: none">• 6th formers leave by their closet exit
3.15 p.m.	<ul style="list-style-type: none">• Year 7 leave by the A corridor (Maths door)• Year 8 leave by the G corridor (History door)• Year 9 leave by the E corridor (English door)
3.40 p.m. or 4.15 p.m.	<ul style="list-style-type: none">• At 3.15 p.m. Year 10 and Year 11 will return to their form room for form time. This is compulsory.• Year 10 leave at 3.40 p.m. by their closet exit.• Year 11 leave at 3.40 p.m. if students are up to date with all work. If not, Year 11 students will work independently until 4.15 p.m. If they are behind with any aspect of their work, they will continue with supported study (Year 11 - You will be notified which group your child will be).

Study Zones

The 6th form will have study provision until 5.15 p.m. and selected Year 11 students will be able to make use of the study hub facilities until 5.15 p.m., by invitation only.

Bubbles (Socially Isolated Groups that students must remain in)

Years 7 and 8

- Years 7 and 8 will be placed in teaching group bubbles and they will follow the whole curriculum in these bubbles throughout the timetabled fortnight. The bubbles will be groups of around 30.

Year 9, 10 and 11

- These year groups will form year group bubbles and will follow their full curriculum.

Years 12 and 13

- Year 12 and Year 13 will now be in year-based form groups.

Break and Lunchtimes

These will now be staggered, and no year groups will mix at these times.

Movement Around the Academy

There is now a full one-way system around the whole Academy, and we will make greater use of the outdoor areas to move between zones in the Academy to avoid congestion in corridors. This is also to ensure the building is ventilated throughout the day.

Uniform

We will be expecting students to return to the new academic year in the correct full uniform but on the day your child has PE they should wear their Hazeley PE kit to school, as changing rooms will not be in use.

Extracurricular Activities and Clubs

Due to the staggered element of the day and the bubble principles we unfortunately will not be running our extracurricular provision until the regulations change (and at least not until after October half term). There will also be no access to the library after school.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident, please **do not send your child to school**. Please contact our attendance officer via email - attendance@thehazeleyacademy.com or by phone- 01908 555633. Government advice must be followed, it can be [found here](#).

Travelling to the Academy

Students should continue to walk or cycle to school or travel with a parent. Bikes can be secured in the bike sheds or at the front of the Academy. We need to minimise the use of public transport travel to and from school. Where public transport is totally necessary, it should not be during peak times, hence the later start times and earlier finishes for some year groups. If students do use public transport, please can we remind you that it is compulsory that they wear a facemask.

The Government guidance is that facemasks and gloves are not required in schools and the guidance asks schools to ensure these are removed as soon as the student arrives at the Academy.

We are also strongly suggesting that students minimise any mixing outside of the Academy and if they do, they strictly adhere to social distancing rules. If they are walking to school and home with friends it is vital that they follow the social distancing rules to protect themselves, their families and other vulnerable members of the community. To minimise the number of people staff and students will come into contact with, parents/carers will not be allowed into the Academy building. Please do not hesitate to contact us via email – enquiries@thehazeleyacademy.com .

One final point about travel, is to remind you that any travel abroad over the summer may require a specified time in quarantine. Please ensure you are familiar with the regulations in relation to this and please communicate with the Academy as necessary.

Once in the Academy

- Uniform as normal and PE kit on days students have PE
- Students to bring own water bottles. All water fountains have been turned off in the Academy
- Students need to bring their own stationery (pen, pencil, paper, books etc) as we will not provide any of these resources during this time
- Students should have their own hand sanitiser with them

Toilets

Only one student can enter the toilets at one time and must not enter the toilets if someone else is already in there; they will need to wait outside. Toilets will be cleaned regularly throughout the day. The outer door will be propped open and it needs to remain this way to maximise ventilation.

Leaving at the End of the Day

Students must sanitise their hands as they leave the building.

Please make sure that if you are collecting your child that you are prompt, as it is important students are not waiting outside.

Students should not wait for parents to collect them for longer than 10 minutes.

Behaviour Policy - Amendment

The health and safety of everyone is our number one priority so any child who cannot follow the safe distancing rules will be asked to leave the Academy immediately and you will be contacted.

Due to the restrictions on use of space within the Academy building, the requirement to minimise interactions between students from different year groups and 'bubbles', and the increased pressure on staff, it will not be possible to maintain the usual responses to behaviour management if students do not follow the Academy rules and staff instructions. For example, we will not be able to provide the same areas or cater for the previous level of students in our inclusion and isolation areas. We also cannot have students outside classrooms for protracted lengths of time or send them to another classroom with a different teacher if they are causing a distraction in their usual class. We expect all our students to respect the challenges that we are under and as usual work with us to ensure a positive response in the current situation. Whilst we are operating in this manner, the threshold for an exclusion may be lower than usual as we will not be able to support poor behaviour in the usual manner. Students will always be given a chance to follow staff instructions and cooperate with us in a positive manner. However, if a student does not follow a reasonable request and continues to cause a disruption and we have no safe location to use to separate the student from the situation, we will have to use an exclusion in order to keep the Academy functioning safely and effectively.

Reminder of the Basic Government Guidelines Regarding Hygiene

Wash Your Hands Often

- Clean your hands frequently each day by washing with soap and water for 20 seconds or using hand sanitiser. This step is one of the most effective ways of reducing the risk of passing infection to others.

Cover your Coughs and Sneezes

- Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have one to hand, sneeze into the crook of your elbow, not into your hand.
- Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser.
- There will be hand sanitisers outside the classroom and tissues in each room.
- Reduce the touching of your mouth/nose/eyes to reduce the chances of passing on COVID-19.

And Finally

We must make it clear that despite all our best efforts, we **cannot guarantee** your child will not contract COVID-19 in the Academy.

Updated guidance on what parents and carers need to know about education settings during the coronavirus (COVID-19) outbreak can be [accessed here](#).

Government instructions may change before we return in September; we will continue to monitor and respond to any changes and keep you informed.

Thank you for your support, by working together we can be proud of how we have dealt with this situation as a community.