



Our Ref: JAC/HMH

14th July 2020

Dear Parents/Carers

I hope you and your family are keeping safe and well during these unprecedented times. I am writing to you to explain our plans for the September reopening for Abbot Beyne School to ensure that all staff and students can return full time and safely to school. These plans have been devised by our current Headteacher, Annabel Stoddart, our new Headteacher Jamie Tickle and our Senior Leadership Team.

As you will be aware from government announcements, all schools will be open to all students in September. This letter will outline some of the measures we will put in place to ensure the safety of everybody that attends the school. I appreciate some of this is different from normal but we need all students, parents and staff to comply with these guidelines to support the safe return to school for everybody. It still remains that those with Covid symptoms, or those that have people at home with Covid symptoms, must stay away from school.

1. We will be creating year group bubbles in school in line with government guidance. This means that students will come to school, have lessons, break and lunch times and leave school with students in their own year group. The reason for this is, should somebody become infected with Covid, we only need to close the school for an individual year group, not the whole school. Students will have the majority of their lessons in a designated area of the school and will be with their own year group at break and lunch.
2. **School Times** ** We will be staggering the timing of the school day at the start and end so that students can enter and leave school safely in their own bubble as follows:
 - Years 7, 9 and 11 will start at 8.30am and finish at 3pm.
 - Years 8 and 10 will start at 8.45am and will leave at 3.10pm.
 - Sixth Form students will start at 9am and finish at 2.55pm.

We ask that no student arrives at school more than 10 minutes before their official start time as there is no capacity to support them safely. We are in the process of building extra sinks and washing facilities and will ensure all students will have access to these every time they enter the school building and before and after eating food.

3. Students will need to bring their own equipment, snacks and avoid touching anybody else's possessions. We will not be serving food before school or during break time. There will be a modified food service at lunchtime and students may prefer to bring a packed lunch.
4. All students will be expected to return in full uniform so please ensure that this is purchased before the beginning of term.

5. We will be making a number of changes to our school calendar and some of the trips, enrichment activities or events for parents may need to be postponed, cancelled or completed online. We will be in touch at the start of the new term once we have more details about each of these activities.

First week of term

As we have been unable to complete the transition activities we would run every other year for our students in Years 7, 10 and 12, we are requesting that year groups come back on different days so that they are able to settle into the school quickly and smoothly. We have two staff training days on Tuesday September 1st and Wednesday September 2nd so that we can ensure all staff are fully updated with the changes to health and safety aspects of school life.

- **Thursday 3rd September** - School open for Year 7 and Year 12 students see times **
- **Friday 4th September** - School open for Year 7 and Year 10 students see times **
- **Monday 7th September** - All students return to school on see times **

It is vital that we have up-to-date contact information for you so that should your child be showing any signs of Covid-19, we can contact you immediately. We also ask where possible you contact the school via phone or email instead of coming into Reception. If your mobile number or other contact details have changed since March please contact the Office.

There will be a number of changes to the Behaviour Policy to ensure that we are able to keep everybody safe. We will reiterate these to students in September but please ensure you have spoken to your son or daughter about these changes before they return in September and stress the importance of following these rules to keep everybody safe. As with all school rules, students who do not comply will receive sanctions in line with the Behaviour Policy up to and including exclusion.

Behaviour Expectations:

- Students will respect the revised day to day expectations of the year bubbles
- Students should adhere to the revised rules for entering and exiting the school site
- Students should only use their designated entrance and exit to the school building
- Students should stay at their own desks unless directed otherwise
- Students must attend all lessons on time and remain in those classrooms unless directed otherwise by a member of staff
- Students should only interact with others in their own year bubble throughout the school day, including break and lunch times
- Students should follow social distancing rules at all times, in and out of the class bubble. This means staying at least 2 metres away from all adults and 1 metre plus from peers wherever possible
- Students should follow hygiene rules, including washing hands when asked to throughout the day (on entering the building, at the end of break, when they change rooms and before and after eating)
- Students should stay within the designated zone for their bubble at break and lunch
- Hot food will be available to purchase but it will not require plates or cutlery
- The urban gym must not be used.

Be aware of and follow expected Self-care and Health needs

- Students should inform an adult if they feel they have any Covid-19 symptoms
- Students should use tissues when sneezing or coughing and dispose of in bins (“catch it, bin it, kill it”)
- Students should avoid touching their face
- Students should only go to the toilet areas one at a time and thoroughly (at least 20 seconds) wash their hands after use
- Students should only use their own resource packs, not interfering or touching any others resources or equipment

- All items used by any student should be sanitised / cleaned after each student's use
- Students should only use their own water bottles and eat / drink their own food or food they have purchased from the school canteen.
- No sharing is allowed.
- Students must not cough or spit at or towards any other person.

Attendance is compulsory for all students in September and as such we look forward to greeting your son or daughter back in school on their allocated day at the correct time. If you have any questions about any of the details in this letter or anything else you wish to ask about your son or daughter returning to school please do not hesitate to contact me via office@abbotbeyne.staffs.sch.uk

Please ensure that you check the school website for further information during the summer holiday.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Church', is centered on a light-colored rectangular background.

James Church
Deputy Headteacher