



Shrewsbury Academy

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Head of School: Julie Johnson BEd Hons

17th July 2020

Dear Parent/ Carer

This letter is designed to give some detail of the initial proposal of how we will meet the Government guidance for opening schools in September. We are currently working to refine our planning and consulting with staff and unions. **Final detailed plans will be shared during the week beginning 18th August 2020.**

The information in this document is **indicative** only at this stage. However, we feel it is important to share our initial planning with parents/ carers so that you are aware of how we are responding to the guidance.

Key Headlines

- All students will be expected to wear full school uniform from September
- **Year 7** only will start on Wednesday 2nd September and will be expected to start at 08.45am.
- **Years 10 and 11** will start on Thursday 3rd September. **Year 10** expected to start at 09.00am and **Year 11** at 09.20am, this also includes Year 7 to start at the normal time of 08.45am.
- **Year 8 and 9** will then start on Friday 4th September. **Year 8** at 09.00am and **Year 9** at 09.20am. Years 7, 10 and 11 will be expected to be onsite by 08.45am. This will mean that by 09.20am on Friday **all students** will have returned to school and are expected to be in school fulltime, unless situations occur and government guidance changes.
- On return to school all staff and students will have a full Health and Safety induction.
- All staff and students will receive training in the new Health and Safety systems on their return to school, including the one-way system around the school building, break and lunchtime procedures and hygiene instruction.

Government guidance tell us that we must ensure:

- There will be a requirement that people who are ill with COVID symptoms stay at home
- There will be robust hand and respiratory hygiene in place
- There will be enhanced cleaning arrangements in school
- We will have an active engagement with NHS Test and Trace in the event of a confirmed case
- There will be formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together during social times to avoid contact between year groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Proposed processes in place for the first half term

The latest government guidance 'Guidance for full opening: schools, 2nd July 2020' focuses on minimising the risk of transmission of coronavirus (COVID-19) in school. This is public health advice, endorsed by Public Health England (PHE). In responding to this guidance, we have sought to put in place sensible and proportionate protective measures for students and staff. We have used the guidance to apply all measures possible in our setting to reduce the risk to the lowest reasonably practicable level to prepare for the return of all year groups to school full-time from the beginning of the autumn term for high quality education that enables them to thrive and progress.

We will keep our measures under review and update as necessary. Our review will include regular visits from the Trust Health and Safety Lead, to observe our measures in action and student/parent and staff voice. We will ensure that controls are effective and work as planned.

We have revisited and updated the school's risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. We have also considered our risk profile. We aim to keep our parents and carers fully informed at all times.

Prevention

We ask that families inform the school immediately of the results of any COVID-19 test.

All students, staff and other adults who have COVID-19, or live with someone with COVID-19 must stay at home and follow the government regulations for quarantine.

All students, staff and other adults displaying COVID-19 symptoms must not come into school.

Students displaying signs during the school day will be isolated and sent home, with all risk assessment measures followed.

All students will clean their hands with gel provided at the start of their morning tutor session, at the start and end of every lesson, and before joining the lunch queue and after eating. Student may also bring their own hand gel into school.

Tissues will be provided in rooms and round site to allow for the "catch it, bin it, kill it" approach. Bins will be provided in all rooms.

All surfaces will be sprayed with standard products at the end of every lesson; students will dry their desks as they enter the room.

Essential equipment should be brought into school by each student, these should not be shared. Subject specialist equipment use will be minimised. Where it is needed, it will be thoroughly cleaned or left for 48 hours between use.

Areas beyond classrooms – doors and handrails etc. will be cleaned regularly through the school day. Doors will, as much as possible to kept open.

Students should always wash their hands for at least 20 seconds after using the toilet.

Face coverings are not recommended at this current time, however the Department for Education may change their schools' guidance in line with the recent decision of the Government to encourage the wearing of facemasks in shops. Students wearing a covering to school (with public buses requiring them) should follow the system for correctly removing and disposing or storing these in the student behaviour protocol.

To reduce the number of contacts between students and staff, our year groups are taught separately and have designated separate social spaces. Access to the canteen will be by year group by a staggered system under the control of staff. Year 11 students will also be able to access the newly constructed Food Hut that has been built in their social area, this will cater for all Year 11 students that wish to use it, as well as the canteen. The hut will be staffed by Shire Catering and will provide a full menu at break and lunchtime.

Assemblies and whole school assemblies will not take place in the autumn term, but will accessed through live links via the form tutor.

Inside spaces will operate a one-way system where students and staff will be supported to maintain a social distance when moving outside between lessons.

Staff in school will be maintaining distance from students and staying at the front of their classrooms where possible. Our students should also maintain social distances where they can.

Classes have been set up to ensure students are not sitting face to face.

Gathering outside school will be discouraged

Clubs and enrichment opportunities will continue where possible, but these will be year group specific. Some clubs such as school choirs may need to continue remotely.

Adapted curriculum – staff will adapt their plans to reduce specific risk following the guidance, for example, singing in music lessons carried increased risk.

Recovery Curriculum – students will be support with materials in lessons to cover their own wellbeing.

Response to any infection

We will engage fully with the NHS Test and Trace process to manage any confirmed cases of COVID-19 within the school community. A local outbreak will be contained by following local health protection team advice.

Our response for students unable to attend school at any time

All lessons from September will be supported by Teams. Students who are legitimately unable to attend school, will be able to access lessons remotely.

Further information will be sent out to all parents and carers during the week beginning 18th August, providing further clarification on the full return to school in September 2020. This will be based on any new guidance provided to education from Department for Education.

I would like to wish you all a safe and restful summer holidays and I look forward to meeting with you in September 2020.

Yours sincerely

J Johnson

Miss J Johnson
Head of School