

**Mr Chris Thomas BSc**  
**Headteacher**

17 July 2020

### **Students Returning to School in September**

Dear Parents/Carers

The Government has confirmed that all schools are to reopen in September for all students and that is what will be happening at Lynch Hill Enterprise Academy. I would like to thank you for your patience and understanding whilst we worked out the details of the school's reopening.

We usually stagger the start of term and will be doing the same thing again in September. Students will return to school on the following days:

- Thursday 3<sup>rd</sup> September – Year 7 only
- Friday 4<sup>th</sup> September – All year groups.

Please note these details refer to the year group your child will be in for September, not today. The focus for the children on the first day will be to understand and experience the new routines.

School will be organized differently in September as we are required to keep year groups in separate 'bubbles' and to minimize the opportunities for students to mix outside of those groups as much as possible. This means we have divided the school up into zones per year group and the majority of their lessons will take place within their year group's zone. We will also be following the usual school timetable which means that students will continue to study the full range of subjects and be taught by their specialist teachers. The main difference is that it will be the teachers doing most of the moving around school, not the students, and so this means that there will be a reduction in the amount of practical work that the students can do. This is also because there is a need to minimize the sharing of equipment.

#### **What are the arrival and departure arrangements?**

As we are required to keep the student groups apart as much as we can once they arrive in school we have set arrival windows for each year group. There are some later starts here for some students so please note this.

They are as follows:

- Year 7 must arrive between 8am and 8.20am
- Years 8 & 9 must arrive between 8.15 am and 8.35 am
- Years 10 & 11 must arrive between 8.40 am and 8.55am

The new gates at the front of school will not be open to students before 8am. There will be three gates used for students to enter through and these will be clearly labelled and staff will be on hand to guide them to the

Lynch Hill Enterprise Academy | Stoke Road | Slough | Berkshire | SL2 5AY  
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Email: [office@lhea.org.uk](mailto:office@lhea.org.uk) | Web: [www.lhea.org.uk](http://www.lhea.org.uk)

Registration number 07723151 | Lynch Hill Enterprise Academy is an entity of the Slough and East Berkshire Multi Academy Trust, a charitable company limited by guarantee and registered in England and Wales.

VAT No: 118 7635 95

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correct entrance on their first few days and help them get used to it. Once students enter through their gateway, they should use the following entrances to the building:

Y7 & 10 – Entrance next to bike store (where they enter at present)

Y8 – Entrance around the rear of school (This is a new entrance into school)

Year 9 & 11 – Entrance near main reception which is currently only used at the end of the days.

Dismissal at the end of the day will be at 3pm for Y7-9 using the same route as they entered through and at 3.30 for Y10 & 11. There will be a slight staggering to this to ensure that not all are leaving at the same time. Students should leave the site as quickly and sensibly as possible and not gather in large groups. Siblings who need to meet up to walk home should arrange a meeting place outside the school gates.

When travelling to school, your children should avoid using public transport if at all possible and not gather in groups. Cycling is encouraged and we have allocated separate areas in the bike store for each year group. If you have to drop your child off by car, please remain in your car at all times and; if possible arrange to meet them away from the main entrance to school. **The best way for students to arrive and depart is on foot or on a bicycle.**

When students first arrive at a classroom, they will sanitise their hands then take their designated seat and get their equipment out. All classrooms will be organised with tables in rows and facing the front. There will be markings at the front to indicate where a teacher can go to maintain social distancing. We will be giving all students a named plastic folder which they can leave school equipment in and a lanyard with the colour allocated to their year group. Students' lanyards will also have an ID card with the new times of the school day on it. Students will be expected to wear their lanyard **all the time in school** and to leave it at school at the end of each day.

### **What do students need to bring with them?**

Students should bring with them any exercise books they have at home and any other work materials they have been using. They must also bring their own pens and pencils and a filled water bottle (students will not be able to drink from fountains, but will be able to fill up their bottles). Students will all be given their own water bottle on the first day of school which they will name and should bring in every day. Students are expected to wear their usual school uniform in full. **All their exercise books will then be kept in school.** On days when students have a PE lesson, they should come to school wearing their PE kit and additional sports clothing, not their usual school uniform.

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### **What are the breakfast, break and lunch arrangements?**

- Breakfast:** Initially we will not be offering a breakfast service for students. We will restart this as soon as we can.
- Break:** This will be 20 minutes long and students will all get the chance to go outside to stretch their legs and use the toilet. They will have an allocated area for their year group to use. Students should bring their own healthy snack as we are not in a position to serve food at break time.
- Lunch:** We will have a slightly reduced menu available and all students will have the opportunity to buy a hot meal. Some outdoor playing space will also be available.

Both break and lunch will be split to reduce student contact and allow us to make maximum use of the site. Students will need to top up their accounts before buying lunch as food will only be free for students who are eligible for Free School Meals. Parents will need to do this online via Squid as much as possible. If you are unable to top up their lunch account online and need support to do so, please contact reception. If a student does have to bring cash into school this will be collected at the start of the day and added to their account for them – they will not be able to do this themselves. You will need to send the money in a named envelope with the amount clearly written on the envelope.

### **What other measures have we put in place in school?**

A thorough risk assessment has been conducted and appropriate modifications made to the site, its layout and to ensure that the appropriate PPE and emergency measures are in place. There will be a copy of the risk assessment and this letter on the school website in the 'September reopening' section. Throughout the day students will be encouraged to wash their hands regularly. Each classroom will have hand sanitiser, tissues and bins with lids as well as seating to reflect social distancing. We will do everything possible to enforce social distancing at all times and will expect students to do the same. There will be signage around school and in all classrooms to remind students of this. Whenever a student returns to a classroom or leaves one they will have to use hand sanitizer.

### **What about facemasks?**

**Based on current guidance, students and staff do not need to, and are not recommended to wear a facemask during the day.** If someone does choose to wear one in school, it must be a different one to the one they wore on the way to school and they will need multiple facemasks for when they remove them during the day. Any facemask that is removed will need to be disposed of or stored away in a bag and if another one is being worn it **must be** a fresh one.

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### Other important information:

- After school clubs will be year group specific and will start in the week beginning 21<sup>st</sup> September.
- Students will come in PE kit/sports wear on the day of their PE lesson
- Assemblies will all be delivered virtually with students watching from classrooms.
- I will be recording welcome back films in August which will walk all students through their year group's planned experience. These will be shared before the start of term to help everyone know what to do.
- All homework will be set online. Sheets to complete at home cannot be issued and collected in.
- Attendance is expected for all students and the usual procedures for non-attendance (including the issuing of fines) will be followed where required.

### What do I do if I have any questions?

If you have queries after reading this information, then you can either email us on [office@lhea.org.uk](mailto:office@lhea.org.uk) or call the school on 01753 691583. **It will remain the case that if your child is unwell you should not send them into school and if they display Covid-19 symptoms and have been in school you must inform us straight away.**

I will write to all parents and students again on Tuesday 1<sup>st</sup> September with further details including the specific rooms students should report to on their first morning and any updates to our plans following new guidance.

Thank you for your support during this challenging time. We are really looking forward to seeing your children in school again in September and bringing our school back to life.

Best wishes



Chris Thomas

Headteacher