

2<sup>nd</sup> Sept 2020

Dear parents/carers

I hope that you and your families have enjoyed the summer break. All TLA staff returned to The Academy yesterday to prepare for our full reopening next week. The Government's expectation is that all students will now be back in school and attending full time. We are very much looking forward to welcoming our students back.

Further to my letter in July, I now want to confirm how that will work at The Academy. These plans reflect the latest DFE guidance. There are changes and additions to the previous letter, so please read it carefully again.

**The full guidance can be found here:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

**Key aspects for us to consider are as follows:**

- Attendance of students is mandatory
- Grouping students together in year group 'bubbles' and geographical zones
- Avoiding contact in school between these groups, with staggered times for breaks/lunches, start and finishing times
- Test and Trace in place for schools
- Regular cleaning and hand sanitisation, but masks not necessary
- Those with symptoms to stay at home
- Students to sit facing the teacher as far as possible
- No big group/mixed year group events
- Students in years 11 and 13 will continue with their public examinations and sit them next summer in line with current guidance.

**Based on the above, we have followed the guidance to put in place a plan that will involve:**

- Entry through different gates and at specific times for each year group
- Areas of The Academy will be allocated to year group teaching zones
- Staggered breaks
- Shortened lunch period
- The day will end 10 – 20 minutes earlier than it does in the established timetable. This factors in the shortened lunch (10 minutes) and allows for some staggered departure (10 minutes)
- Some practical subjects will be taught in non-specialised rooms; the curriculum will need to be adjusted to reflect this
- Lunches will be eaten in classrooms and we would ask that students bring a packed lunch. Cold lunches will be available to purchase if needed. Students who receive free school meals will be given a packed lunch from the restaurant
- Cleaning will take place throughout the day in high contact areas and there will be hand sanitiser stations throughout The Academy
- Staff will need to move between the year group bubbles and will therefore maintain the distancing rule when teaching by standing at the front of the classroom.

- Students should carry a mask, in a named plastic bag, at all times. They will be asked to wear them if they move between zones or if Slough is placed in local lockdown. This will be explained to them when they start. It is unlikely that they will move between zones.
- If a child has a medical condition they may need to wear a mask in lessons otherwise they are asked not to as it can impede communication.

The table below sets out essential information. ***Please note the entry and exit times and locations.*** It is very important that these are adhered to in order to ensure safe social distancing measures.

**Table 1**

YEAR GROUP	ALLOCATED OUTSIDE/ BREAK AREA	ENTRY	CLASSROOM ZONE	ENTRANCE TO THE ACADEMY	STAIRS IN ACADEMY	END OF DAY
6th Form	Arbib & 6 <sup>th</sup> Form Buildings	<b>TLAP Gate</b> 7.45 am – 8.05 am	Arbib / 6 <sup>th</sup> Form Buildings	Main entrance to each building	Within each building	<b>2.40 pm</b> <b>TLAP Gate</b>
Year 11	Astro Area Half	<b>Main Gate</b> 7.45 am – 8.05 am	South Wing First Floor	Boys PE Fire Escape	Main stairs	<b>2.40 pm</b> <b>Main Gate</b>
Year 10	Astro Area Half	<b>Main Gate</b> 8.05 am – 8.20 am	West / North Wing First Floor	Girls PE Fire Escape	Not required	<b>2.30 pm</b> <b>Main Gate</b>
Year 9	MUGA	<b>TLAP Gate</b> 8.05 am – 8.20 am	North and South Ground Floor	Main Entrance	Not required	<b>2.30 pm</b> <b>TLAP Gate</b>
Year 8	Main Playground One half	<b>Green Drive Gate</b> 7.45 am – 8.05 am	South Wing Second Floor	South Wing Fire Escape	Not required	<b>2.40 pm</b> <b>Green Drive Gate</b>
Year 7	Main Playground One Half	<b>Green Drive Gate</b> 8.05 am – 8.20 am	North Wing Second Floor	Atrium Entry	North Wing Stairs	<b>2.30 pm</b> <b>Green Drive Gate</b>

The overall curriculum time is five hours, as usual, apart from in years 7, 9 and 10. Those year groups will finish 10 minutes earlier at 2.30 pm (1.30 pm on a Friday) to allow for a staggered departure.

In order to introduce the students to these new measures, we will run a return to school session that will include training for all students before lessons start. Monday 7<sup>th</sup> September will be shortened and staggered for most year groups. Years 7 and 12 will follow a full programme and will be on site from Friday 4<sup>th</sup> September. Their induction programmes are being shared separately.

### SEPTEMBER START TIMES

	DATE	TIME ON SITE	ACTIVITIES
<b>Year 7</b>	Friday 4 <sup>th</sup> September & Monday 7 <sup>th</sup> September	8.20 am – 1.40 pm Fri 8.20 – 2.30pm Mon Green Gate Drive Gate	See separate induction programme
<b>Year 8</b>	Monday 7 <sup>th</sup> September	10.40 am – 12.40 pm Green Gate Drive Gate	House tutor time in allocated zone
<b>Year 9</b>	Monday 7 <sup>th</sup> September	8.20 am - 10.20 TLAP Gate	House tutor time in allocated zone
<b>Year 10</b>	Monday 7 <sup>th</sup> September	8.20 am – 10.20 Main Gate	House tutor time in allocated zone
<b>Year 11</b>	Monday 7 <sup>th</sup> September	10.40 am – 12.40 pm Main Gate	House tutor time in allocated zone
<b>Year 12</b>	Friday 4 <sup>th</sup> September & Monday 7 <sup>th</sup> September	9.00 am – 1 pm 8.20 am – 2.40 pm TLAP Gate	See separate induction programme
<b>Year 13</b>	Monday 7 <sup>th</sup> September	10.40 am – 2.40 pm TLAP Gate	House tutor time in allocated zone followed by UCAS work.

Students in years 8 – 13 will be on site following the normal full timetable, in line with table 1 above, from Tuesday 8<sup>th</sup> September. Year 7 will have their final induction day on the 8<sup>th</sup> and go into timetabled lessons on Wednesday 9<sup>th</sup>.

#### Uniform

Students must be in their full uniform when they return to school. On the days they have a PE lesson they are asked to wear their PE kit, including jogging trousers. Students in years 10 and 11 are asked to wear trainers instead of shoes as they will be using the 3G pitch before school, and during break and lunch.

I am sure you will appreciate that these arrangements are subject to change and will be reviewed as necessary throughout. RSLs have made short videos that are being shared with their year groups to support students' understanding of the new routines.

I would like to reiterate my request that parents support our efforts by making it very clear to their children that they have a duty to act responsibly at all times, respecting the measures in place. They must use common sense and take responsibility for their own safety at all times. Our current Home Academy Agreement reflects the adapted expectations.

The full risk assessment to support the reopening is available on the Academy website.

If you have any questions please do not hesitate to contact reception who will address them to the person concerned. Thank you for your continued support.

Yours sincerely



Alison Lusuardi, Headteacher