

# WOOTTON ACADEMY TRUST

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26<sup>th</sup> August 2020

Dear Parents and Carers

On Tuesday 25 August we had a visit from our Health and Safety competent person, prior to reopening next week. Sherryl Cousins has been our competent person throughout the pandemic and lockdown, and she visited both the school and college to review our risk assessment and our detailed plans. The Trust Board has also reviewed these in detail and signed them off. I am now able to share more detailed plans. Of course, guidance is likely to change and we will continue to update you as arrangements at the school are updated.

All pupils travelling to and from school via any bus, or using a train, should wear a face covering. These should be stored safely when not in use (for example in a sealed plastic bag) or disposed of in a bin. We *strongly encourage* our pupils to wear face coverings as they move in corridors. They may also wear face coverings throughout the day if they choose. We may require pupils to wear face coverings if a local lockdown is imposed, and we will share further advice and guidance as we receive it.

Pupils should enter/exit through their allocated gate. Year 9 via gate 1, year 10 via gate 2, year 11 via gate 3. On the first day for each year group they will be guided to the tennis courts where they will line up in their form groups, before being escorted to form rooms. On all other days pupils will be expected to move to their classroom for lesson 1 and stay there.

In general pupils will need to be in an allocated room or space at all times. They will not be allowed to wander. Each year group is considered to be a bubble. This does mean that children in different year groups cannot socialise, even if they are siblings. All pupils will be given a coloured lanyard, and will be expected to wear it each day.

Each year group has an allocated zone, or group of classrooms. They will have most of their lessons in these rooms. Teachers have a space marked in each room, with a 2 metre distance to pupils. This does mean that tables may be arranged slightly differently, but all classrooms will look relatively 'normal'. Each classroom will have a drop box area, where resources can be exchanged, as well as a visualiser which allows work to be shared without teachers and pupils breaking the 2m distance. In these areas, all tables are arranged in straight lines.

Each building has sanitiser dispensers attached by the entrance door. Every pupil will be expected to sanitise from the dispenser every time they enter a new building. We will show pupils how to sanitise properly in the first session on their return. If your child has an allergy to a product in a particular sanitiser, you must tell us so we can agree an alternative sanitiser you may provide. Every room also has sanitiser and tissues, and pupils will be regularly reminded of our routines.

Your child will be asked to keep their books in their bag, and not leave them in a classroom as they may be used to doing. I would encourage you to support your child in packing their bag each evening. It is important your child brings the books and equipment they need each day. Lockers can only be visited very briefly at the start and end of day, not at all during the day, and your child should sanitise before and after.

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Kimberley 16-19 STEM College  
Registered in England and Wales  
Company No. 7740758

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Pupils will only move out of their zones for practical subjects, and usually only when completing practical work. These movements have been mapped to ensure minimum movement. If your child is using a computer they will use keyboard wipes before they start work. Perspex screens have been put in place where computers are arranged in a way so pupils face each other. Each year group has been allocated IT rooms so they will not be used by more than one bubble.

For other practical subjects: activities have been planned that mean that resources are only being used by one year group for a period of time such as a half term. Routines are planned so that pupils get used to wiping equipment at the start of a lesson, and handwashing where appropriate. Pupils studying practical subjects, such as food and DT, may be asked to bring their own apron, but some year specific resources will be available. Rooms have been arranged so tables are in lines, or work stations are staggered, or screens are used.

Dance pupils will be able to change for practical lessons. If you prefer, your child can stay in school uniform, but will need to wear grippy socks or similar and not bare feet. PE lessons are still being planned so that we hope each child can have at least one lesson where they change into PE kit. Some PE lessons will involve simply changing into trainers. Your child will be told how this affects them. Any changing rooms will be cleaned thoroughly between use. In rainy weather, many classes will have classroom-based activities.

In the first instance, science is being taught in classrooms. The curriculum has been planned to support this. We will review lab use, and practical work in science when appropriate to do so.

Currently each year group has been allocated laboratories for handwashing. Year groups will still be taken to handwash during the day, but we will expect pupils to sanitise regularly. Each year group has allocated toilets, as well as pastoral break out areas. No pupils will visit pastoral staff without an appointment. Pastoral staff will be visible throughout the day. Each year group has been allocated a prayer room for those children who pray during the day. The location of all of these areas will be shared with pupils on their first day.

Pupils will have two 20 minute breaks. One will be indoors in their classroom and one will be outdoors in a zone of the school. Pupils must stay in the areas allocated. Breaks are staggered and only one year group will be able to access the dining room at any time. There will only be a limited range of grab lunch bags and bottled water, these will NOT be booked in advance but be bought using the usual Wisepay system. This is a change to earlier plans. Those pupils for free school meals will automatically have their Wisepay accounts topped up. All other pupils accounts must be topped up by 10.00am on the day of use. Further information regarding Wisepay will be sent to parents of new pupils.

I would encourage pupils to bring a packed lunch, and they must bring water. The water fountains are not available, and the dining room and café will only be open during the second break of the day, at lunch time. Please do ensure your child only brings in healthy food; sugary snacks and drinks and large bags of crisps and similar will not support your child concentrate and learn.

We do know that many families, and staff members, are anxious about the return to school, as well as being keen to get back to learning in the classroom. We will have very clear expectations of pupils and will remind all children of our routines. In line with other schools, we have reviewed our behaviour policy and it is important to know that we will expect all pupils to maintain hygiene and distancing routines, and will enforce sanctions on any child putting others at risk. Year 10, this year's year 11, returned before the summer in a very sensible way and have set the standard as they return as the most senior pupils. I am sure that all our pupils will be able to follow the standards they set.

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This is a lengthy letter, but I wanted to reassure you that we have detailed plans in place, and these have been checked rigorously. We will continue to communicate regularly. We are very much looking forward to our pupils returning to school.

Kind regards

Mrs Carrie McMorn

Head of School

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