

13th July 2020

RE: Arrangements for September 2020

Dear Parents and Carers,

As you are already aware, the government has announced that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. Returning to school is vital for children's education and their wellbeing and we can't wait to welcome our students back and share with them our exciting plans for the year ahead.

Arrangements for returning to school in September are set out in the table below. Students must arrive in good time wearing full school uniform:

Year	First day back at school
Yr. 7	Arrive from 08.00-08:20 on Monday 7th September . Dismissal at 15.15
Yr. 8	Arrive from 08.35-08:8.55 on Tuesday 8th September . Dismissal from 15.40
Yr. 9	Arrive from on 08.00-08:20 Tuesday 8th September . Dismissal from 15.15
Yr. 10	Arrive from 08.35-08:8.55 on Tuesday 8th September . Dismissal from 15.40
Yr. 11	Arrive from 08.00-08:20 on Monday 7th September . Dismissal at 15.15

The staff and student induction process will be extended this year to ensure all stakeholders are fully briefed on our high standards and expectations and have time to practice any adjusted school routines.

Our mission is to provide your child with an education that helps transform their lives and enables them to live happy and fulfilling, personal and professional lives. To realise this ambition, we must help our students become cleverer and kinder every day. We do this through our broad and exciting subject and character curriculums and the excellent teaching we always strive to deliver. Whilst we have been proud of the endeavour that our students have shown towards their learning during lockdown, we know that nothing can replace face to face learning and so it is with great excitement that we welcome everyone back into our wonderful school for September. Our standards and expectations for uniform, attendance, punctuality and equipment will, as ever, remain high.

We know that the past few months have been difficult and challenging and we are therefore keen to address and meet the needs of your child's well-being. We will use our tutor time and character curriculum to address this and explore ways in which our students can develop their CIRCLE of strengths and overcome the challenges experienced and get back into the routine of schooling so that they may learn and grow. We will conduct baseline assessments in September and October to ascertain exactly what knowledge has been retained and what further learning must take place to make good progress through our curriculums.

All students will be expected to arrive in good time for school. Students arriving late will receive a detention. School uniforms should be smart and worn with pride. Students with incorrect uniforms will not be permitted into circulation and parents will be contacted.

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Students must be prepared with the correct equipment, uniform and PE kit for school:

Uniform Supplier

APT Clothing Co., 26A Rye Lane, Peckham, London SE15 5BS.

T: 020 7639 6580 F: 020 7358 9134 E: info@aptcc.co.uk W: www.aptcc.co.uk

The following items are included in the academy uniform:

- Blazer with Academy logo (compulsory)
- Academy tie (compulsory for **all** students)
- Academy jumper: long sleeved or sleeveless (optional)
- Academy bag with Academy logo (compulsory for all students)
- Academy PE bag with Academy logo (compulsory for all students)

Boys

- Plain white shirt with buttons to the collar. The shirt can be long sleeved or (in the summer term only) short sleeved. A plain white T-shirt or vest may be worn under the shirt. Coloured or patterned T-shirts are not allowed.
- Plain charcoal grey straight leg trousers.
- Plain black or grey socks.
- Plain, black leather or leather type shoes, lace up or slip-ons, not suede. Laces must be black. No trainers.
- Dark coloured coat, no logos

Girls

- Plain white shirt with buttons to the collar that can be worn with a tie. The shirt can be long sleeved or (in the summer term only) short sleeved. A plain white T-shirt or vest may be worn under the shirt. Coloured or patterned T-shirts are not allowed.
- Plain charcoal grey straight leg trouser or plain charcoal grey knee length skirt without slits.
- Plain black or grey non-patterned tights or plain black or grey ankle length socks.
- Plain, black leather or leather type shoes, lace up or slip-ons, not suede. Laces must be black. No trainers.
- Dark coloured coat, no logos

PE

EGA PE kit top, black shorts, black bottoms (not tights), trainers

Equipment

2 x black pens, 2 x red pens, pencil, ruler, rubber, glue stick, scientific calculator, pencil case.

Excellent attendance to school is vital to a child's education. If, due to illness or other exceptional circumstance, your child is unable to attend school, please follow the absence policy which can be found here: <https://evelyngraceacademy.org/our-policies>, including calling the absence line on 0207 737 9539.

All students will be fully inducted to our school's pastoral and learning routines which underpin our whole school culture.

Failure to follow these routines will result in the behaviour system being followed and may lead to detentions after school. It is imperative during this period we stringently adhere to the rules and routines to keep every stakeholder safe. I would also like to remind you that we have a strict no mobile policy and any phones found will be confiscated for the day and returned after a detention has been sat that day.

In the likelihood that the school is subject to a 'local lockdown', all students will access their lessons live using MS Teams and SMHW. All students will be trained fully in using MS Teams as part of their induction. The Government has issued guidance to exam boards on possible adaptations to exam courses for Year 11 students next year and there is a national consultation on these proposals. As soon as the arrangements for Year 11 examinations in 2021 are confirmed, we will share these with parents and students.

The safety and welfare of our community is our number one priority. Whilst it will never be possible to ensure a totally risk-free environment, I am confident that all reasonable steps have been taken to prepare our community for a wider reopening.

Students will be fully briefed on the adjustments that have been made during the September induction process. These adjustments are designed to minimise the number of contacts between students whilst also maintaining a very high-quality educational offer including a broad and balanced curriculum. The table below provides an overview of the adjustments that will be made during the autumn term.

Travel to and from school	Students will be strongly encouraged to walk or cycle to and from school wherever possible. If using public transport students must follow current government guidance such as wearing face coverings.
Arrival	We will stagger the start times for different year groups. Years 7, 9 and 11 will arrive at school between 8.00 and 8.25. Students in years 8 and 10 will arrive between 8.35 and 8.55. On arrival students will report to their year group's designated area before line-up. Face coverings will be removed on arrival. Please note that there will be no breakfast club throughout the autumn term.
Departure	Students will be dismissed at the end of the day in staggered fashion. Years 7, 9 and 11 will be dismissed at 15.15. Years 8 and 10 will be dismissed at 15.40. Students must disperse at the school gate and will not be permitted to wait for others.
Learning Zones	All Year groups will be given their own learning zones. To limit the amount of student movement, we will designate classrooms in specific areas of the school for each Year group.
Practical subjects	Practical subjects like Music, DT, Art, PE and Drama will take place in specialist subject areas. We will simply ensure that only one year group at a time will be allowed into the practical/arts block. Changing rooms will be shut therefore students will have to come to school in their full PE kit on the day that this is timetabled.
Break Time	Students will spend break times amongst other members of their year group in specifically designated areas. We will have clear routines for how students re-enter the building and students will be carefully inducted on this.
Lunch Times	We are blessed by a large site with many classrooms and dining areas. Therefore, year groups will have their own designated spaces in which they will eat lunch.
Transitions around school	Students will move around the school in single file on the left-hand side of the corridors and staircases. However, student movement will be minimised.
Entrance and exit routines	On entering the classroom, students will routinely use hand sanitiser before sitting down for the 'Do Now' activity.
Classrooms	Classrooms will be arranged with all desks in rows facing forward.
Detentions and intervention	Detentions and intervention sessions will take place where necessary with an emphasis on maintaining distancing between students. These will happen within year groups only.

Assemblies	Assemblies will take place within year groups only.
Enrichment	Students will participate in enrichment activities within their year groups. Some activities will be adjusted to meet government guidelines (see music and physical activity). Enrichment will happen every Tuesday during period 7 for Year 7-9.
Music and physical activity	Singing, playing wind or brass instruments and the use of choirs and ensembles will be limited and carefully controlled. Sports equipment will be frequently cleaned and contact sports avoided.
School trips	There will be no domestic overnight (UK) or overseas educational visits throughout the autumn term. Other day trips may take place where it is required for study at GCSE and is in accordance with government guidance.
Cleaning and hygiene	Frequently touched surfaces, items and toilets will be subject to a strict cleaning rota. Regular hand washing, and good respiratory hygiene will be promoted throughout the school.
Personal Protective Equipment (PPE)	PPE will only be required if an individual becomes ill with coronavirus symptoms or where a scholar already receives routine intimate care.

Students are reminded not to attend school if they, or someone in their household has any of the following symptoms: a high temperature; a new, continuous cough; a loss of, or change to, their sense of smell or taste. If you are displaying any of these symptoms you should stay at home and get a test via the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus> . Parents should report any absence to school in the normal way by calling reception on 0207 737 9520 or email info@evelyngraceacademy.org

The school will have a robust system in place should any individuals display symptoms whilst on the premises. All stakeholders are asked to actively engage with the NHS Test and Trace process: <https://contact-tracing.phe.gov.uk>.

Parents and external visitors are reminded to only attend the school premises by appointment. Appointments will be conducted by telephone/video conference wherever possible.

We are keen to work with all parents to ensure every child returns to full time education in September. Our plans may change in accordance with government guidance and we will update you accordingly where appropriate.

Should you have any questions please don't hesitate to contact us via reception. Once again, thank you for your incredible support during this period and I look forward to seeing your child in September.

Yours sincerely,



Mr Tim Dainty
Principal
Ark Evelyn Grace Academy