

13th July 2020

Dear Parents/ Carers

Re: September arrangements for all students

I am delighted that we are working towards all students being back in school in September. I am writing to provide further information about the arrangements for the start of the new academic year, alongside the steps we are taking to ensure our school community remains safe. Please take time to read the information with your child. On students' first day in September they will start the day with their tutor who will spend time running through the arrangements for lessons, break/ lunchtimes and movement around the school.

We need to introduce temporary changes in several areas in order to ensure we make reopening as safe as possible and that we follow the advice around minimising mixing between student groups (particularly minimising mixing across year groups).

These include:

- * keeping students in the same groups and locations as much as possible during the day
- * needing to move from vertical tutor groups to horizontal tutor groups
- * adjusting our timings during the school day to keep year groups separate at break and lunchtimes
- * avoiding large gatherings of students, such as assemblies

We have considered different models on how we can best do this, whilst still maintaining our broad, balanced curriculum. We have therefore decided not to make any changes to the curriculum structure, length of lessons or allocations of numbers of lessons between subjects. We are also, initially, prioritising access to specialist practical spaces for our GCSE and A-level students.

Start of term arrangements

Year groups will start/ return to school as follows:

Monday 7th September- INSET day- no students in school except Year 13 students completing trial examinations*

Tuesday 8th September- INSET day- no students in school except Year 13 students completing trial examinations

Wednesday 9th September- Year 7, 11 and 12 students return to school. Year 13 trial examinations continue.

Thursday 10th September onwards- Year 8, 9 & 10 students return to school (all students in school)

* Year 13 students have received separate information about the trial exams and personalised timetables will be issued by Mr Blythe on Wednesday of this week.

Timings of the school day

We have considered a staggered start and end to the day but due to the number of students who travel on public transport and our limited space at the front of the school, this is not feasible and would increase risk rather than reduce it. We have decided to slightly alter the start and end of the school day to allow a slower entrance and exit from the school. This will not affect school transport times. We have introduced split break and lunch times to ensure that each year group bubble remains separate.

The timings of the school day will therefore be as follows:

Time	Years 7, 8, 10 & 12	Years 9,11 & 13
By 8.50am	Students arrive at school and go to class base	Students arrive at school and go to class base
8.55am -10.10am	Lesson 1	Lesson 1
10.10am -11.45am	Early Break (10.10am - 10.30am) followed by lesson 2 (10.30am- 11.45am)	Lesson 2 (10.10am -11.25am) followed by late break (11.25am-11.45am)
11.45am - 1.40pm	Early lunch (11.45am - 12.25pm) followed by lesson 3 (12.25pm-1.40pm)	Lesson 3 (11.45am -1.00pm) followed by late lunch (1.00pm -1.40pm)
1.40pm - 2.05pm	Tutor time (25 mins) followed by 5 mins movement time	Tutor time (25 mins) followed by 5 mins movement time
2.10pm - 3.25pm	Lesson 4	Lesson 4
3.25pm	End of school day - phased dismissal of students from rooms	End of school day - phased dismissal of students from rooms

Year/ class bases and tutor time

We are ensuring that students remain, as much as possible, within class bubbles for lessons (Y7-9 and Y10/11 for most subjects) and year groups bubbles for social time and option lessons (break/ lunches, PE and Y10-13 lessons in option subjects).

Therefore, with the exception of the PE, option subjects for Y10/Y11 and Sixth Form lesson teachers will go to the class base to deliver their lessons rather than students moving.

Whilst our vertical tutor groups are a real strength of the school, we will need to suspend this for a period of time, to avoid mixing of students across year groups. Therefore, from September we will be moving to year- based tutor groups until we are able to move back to vertical tutoring. Year 7-11 students will have tutor time in their core teaching group. Year 12 and 13 will be informed of their tutor groups in a separate communication so they know where they will be based for tutor time.

A copy of the Year 7-13 tutor bases and class bases is attached to this document. Students should go to their tutor base at the start of their first day in September.

School Transport

In line with government guidance, students who travel on public and school transport services will need to wear face coverings during their journey. We will be sending on any further information about school bus services from the local authority transport to relevant parents as we receive it.

Arrival at school

When students arrive at school, they will be met each morning by staff on duty at the front of school who will direct their entrance into the school. We have installed additional hand-washing facilities in the quad area outside the gym and outside the cottage and students will be directed to use these or the toilets in café quad for hand washing as they enter school.

Dismissal from school

Lesson 4 will finish at 3.25pm and students will be gradually dismissed from each area of the school to avoid crowding in the corridors. We would ask that where possible students who are picked up by car are collected away from the school site so we can minimise the number of students gathering in one place. Students who catch school transport will be directed to wait in the staff car park/ bottom of the field. Staff will be on duty to call students forward for their bus when it arrives.

Movement around school

Students will be asked to follow the one-way system around the school. This is clearly marked along the floors and walls and duty staff will be helping to direct and supervise students during movement times. Additionally, an electronic map will be distributed to students prior to their return in September.

Uniform & equipment

For September we will be returning to the normal school uniform/ appearance requirements (these were suspended in line with government guidance during the partial reopening this term). A copy of the uniform requirements is available on the school website under the 'Parents and Carers' tab.

Due to the safety and cleaning requirements, we would ask that students do not share equipment with each other. We would therefore ask that all students have the following equipment with them each day from September:

- ***pencil case, pen, pencil, rubber, glue stick, ruler, highlighter, maths set, scientific calculator, fully charged laptop***

Specialist equipment for lessons, e.g. science practical work, will be provided and will be cleaned after student use.

Break/ Lunch arrangements

We will continue to run a hot and cold food service and students can bring a packed lunch. Each year group has been allocated a servery area and students will eat their food either in their class base room or in their allocated outside area and these are shown on the attached document. Staff will be on duty to supervise and direct students during break and lunchtime.

Toilet arrangements

Each year group will have allocated toilets to use during the school day, including break and lunchtime. The allocated toilets for each group are shown in the attachment to this letter.

Fire procedure

In the event of a fire alarm, the one-way system is suspended and all students and staff will leave through the nearest fire exit. Students will register in their 'new' tutor groups. On their first day back in school they will be shown their assembly point and lining up procedure.

Year 12/13 study sessions

Year 12 and Year 13 will be allocated separate study areas to use when they do not have timetabled lessons. We will also (temporarily) allow students who do not have timetabled teaching during lesson 1 or lesson 4 to come into school later/ leave school earlier to study at home to help us manage the available study space. However, students must attend tutor time each day as well as all their timetabled sessions. Signing in/ out arrangements will be shared with Sixth Form students and parents at the start of term so we can maintain an accurate fire register.

Ensuring the safety of our school community

Ready for September we are preparing the school site and classrooms to maximise our use of space and help movement around the school. We have completed a full risk assessment for reopening and this will continue to be regularly reviewed by the Senior Leadership Team, Local Governing Body and Trustees.

We have increased the frequency of cleaning during the school day and this will include regular cleaning of high use areas including toilets, corridors, door handles and handrails. All rooms will be cleaned in between each different group of students and at the end of each day.

Parents can play a key role in ensuring all our safety by making sure students do not attend school if they are exhibiting any of the three key symptoms of Covid-19:

- * High temperature
- * Persistent new cough
- * Loss of taste or smell

Thank you for taking the time to read through this information and I hope it provides some reassurance and clarification of the steps and arrangements we are putting in place to ensure our students can return to school safely. I realise some students will be quite anxious about returning to school, or joining us for the first time, and we will be making sure their first days back will be as smooth and comfortable as possible. Whilst we have had to make some changes to the way we work, we are still very much the SGHS community.

I will be in touch again later in the week to give further information around our September plans and the usual end of academic year updates. On behalf of the whole staff team here at SGHS, I would like to pass on our thanks for all the work and support parents have given the students during this period of remote learning and to say how much we look forward to welcoming all our students, old and new, face to face in September.

Best wishes



Mr Mark Turner
Head of Academy