

Our Ref: SEA/jaj - Parent Letter July 2020

17<sup>th</sup> July 2020



**Bloxwich**Academy  
www.bloxwichacademy.co.uk

Dear Parents/Carers

2019-2020 has certainly been a very unusual academic year! I am sure I am not the only one looking forward to getting back to something as close to normality as possible in September. This letter outlines how we are going to do this with your support.

In line with Government guidance we plan to get all pupils back in the building safely and with careful adjustments to our normal ways of working we are making this possible. As it is essential that everyone is aware of these, **please read this carefully**. There will also be a video version containing the main points, available on our website that will be uploaded during the summer holidays so pupils can familiarise themselves with the changes in preparation for their return.

## **Our September return**

All of the measures we are putting in place are to maintain year group bubbles and minimise contact between different year groups. We require **your co-operation** in making this work. **Parts where your help is most essential are highlighted in blue.**

All of these measures are in line with the Government guidance which is available here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **First day back for Years 7, 12 and 13: Thursday 3<sup>rd</sup> September**

Our new cohort of Year 7s will need to arrive by 8.45am but not earlier than 8.25am and their day will finish at 2.45pm. Access to the school will be via the double gate entrance on Willenhall Lane. Parents are asked to leave pupils to enter the academy in the overflow carpark as access will not be permitted for adults.

Year 12 will arrive by **10.00am** but not earlier than **9.45am** via the pupil entrance gate on Leamore Lane, and they will finish at **12.00pm**. During their day, they will have an assembly, meet their tutors and be issued with timetables. They will also have a special PSHE lesson based on well-being and any concerns they have. Year 12 will have their photographs taken in preparation for their ID lanyards.

Year 13 will arrive by **12.30pm** but not earlier than **12.15pm** via the pupil entrance gate on Leamore Lane, and they will finish at **2.30pm**. Students will have an assembly, be issued with their new timetables and have the opportunity to discuss transition to Year 13.

Please note Year 12 and 13 will not be required to attend on Friday 4<sup>th</sup> September, unless specified by Mrs Lockley.



### **First day back for Years 8, 9, 10 and 11: Friday 4<sup>th</sup> September**

The first day for Years 8, 9, 10 and 11 is Friday 4<sup>th</sup> September. Years 7 will be in attendance again. Unlike our normal day, this will have a staggered start, allowing pupils and students to get used to the new Covid-19 measures.

### **Entry points**

Pupils in Years 8 and 9 will enter via the Willenhall Lane entrance. Pupils in Year 10 and 11 will enter via the pupil entrance gate on Leamore lane.

	<b>Arrival Time</b>	<b>Departure Time</b>
Year 7	8.45	2.45
Year 8	9.15	2.50
Year 9	9.45	2.55
Year 10	10.15	3.00
Year 11	10:45	3.05

### **Overview of the normal school day (from Monday 7<sup>th</sup> September)**

	<b>Arrive between these times</b>	<b>Departure Time*</b>
Year 7	8.25-8.45	2.45
Year 8	8.30-8.45	2.50
Year 9	8.30-8.45	2.55
Year 10	8.40-8.50	3.00
Year 11	8.40-8.50	4.00 Mon-Thu 3.05 Fri
Year 12	Personalised individual timetables will be issued on	
Year 13	Thursday 3 <sup>rd</sup> September	

### **Key Stage 3**

When Year 7, 8 and 9 arrive on school site, all pupils will be greeted by a member of senior staff and directed to a designated registration point for their year group. Pupils will line up in form groups and be taken to their first period by their classroom teacher. Each year group has an indoor venue for lining up during inclement weather. We are suspending form time for the time being to minimise the need to move around the academy. Pupils will still have at least an hour of time with their form tutor during PSHE every Thursday morning whilst Heads of House will be making regular contact during lesson time. As you will observe the timings of the day vary dependant on which year group your child is in. It is vital that pupils do not attend until the time stipulated for their year group as they will not be allowed onto the school site before this time. I thank you advance for your cooperation with this rule.

### **Key Stage 4**

Once pupils in Year 10 and 11 enter the site via the Leamore Lane pupil entrance, they will be greeted by a member of staff who will direct them straight to period one. All other year groups will remain in their designated areas so minimising the amount of pupils walking along corridors whilst Year 10 and 11 go to classrooms. Lessons will start prompt at 8.50am with no form time.

Year 11 will start period 6 (3pm-4pm) from Monday 7<sup>th</sup> September, Monday to Thursday. Please note that this is a compulsory part of the school day for all pupils in Year 11 and not an option.

### **Exiting the Site**

Pupils will exit the site via the same entrance point they use. At the end of the school day it is imperative that pupils do not hang around in the local community. Doing so would massively increase the risk of transmission for themselves, their families and the community as a whole. Your support with making sure your children come home after school is essential for keeping everyone safe.

Where there is a necessity for older siblings to escort younger pupils home, a note from parents will be required. In this event, there will be a designated area for older siblings to collect the younger pupils situated near to the exit.

**The Government guidance makes it clear that those travelling from some distance away should use car transport rather than public transport. Please support us by dropping off and picking up your child away from the school site, not bringing cars on to school site. Of course, where possible, encourage your children to walk or cycle rather than take public transport. If your child chooses to cycle, please make sure they wear a helmet.**

In all of our plans to welcome pupils back in September, the wellbeing of pupils and staff have been paramount to all adjustments we have implemented. Whilst following Government guidance the following plans are in place:

- A one-way system around the academy to reduce congestion in the corridors.
- Providing hand sanitizer in every classroom for pupils to use on entering each and every lesson.
- Forward facing seating arrangement in lunch venues and in classrooms (or Perspex dividers where this is not possible).
- Maintaining pupils in year group bubbles throughout the school day including separate break and lunchtime venues to minimise contact between pupils.
- Staggered start, lunch and end of the day times to further reduce interactions between pupils in different year groups
- Staff escorting pupils to line-ups between lessons (key stage 3) to further reduce congestion on corridors.
- Enhanced cleaning schedules with a focus on frequently touched surfaces.
- Regularly promoting good respiratory hygiene with pupils ('catch it, bin it, kill it' approach).
- Clear systems to deal with pupils who show signs of being unwell.

In order to maintain the safety of our pupils and staff, we would ask for your support in:-

- Not sending your child to school if they, or anyone else living in your household, show any COVID-19 symptoms, and that you follow NHS guidance before they return to school (see further details below)
- Only visiting the academy if a prior appointment has been booked.
- Ensuring pupils change their clothes when they return home from school and that you wash them as frequently as possible.
- Supporting your child arriving for school and leaving school at the appropriate time (as per times within this letter).
- Using the OPAYO system (formally known as Wisepay) to pay for school lunches as the normal cash payment machine will not be in operation. **Pupils will no longer be able to top up their account within school so all payments must be made remotely. For further information please go to [www.bloxwichacademy.co.uk](http://www.bloxwichacademy.co.uk)**
- Ensuring your child is fully equipped for school with 2 pens, a green pen, pencil, ruler, rubber, calculator and glue stick to reduce any need to share equipment.
- Encouraging your child to follow the behaviour policy to help keep everyone safe.



### **Social distancing measures, including breaks and lunches**

The Government describe passing briefly in a corridor as “low risk” but some of our corridors are narrower than others and we have a lot of pupils. To avoid bottlenecks, we will be staggering break times, lunch times and lesson transitions. All of this will be explained to your child when they arrive. We will be instructing pupils not to touch other pupils, in line with the government guidance.

We will be separating year groups in each lunch venue (Main Hall and Dining Hall). We are working to provide the most exciting menu we can offer for both venues although this will, inevitably, not be as broad as our usual offer. Any place where people are eating is defined as a higher risk area and the Government guidance stipulates that pupils must not eat facing each other without additional protective measures. Therefore, pupils in the Dining area and Main Hall will all be sitting in the same direction.

If pupils are bringing their own packed lunch, could containers and bottles be clearly marked with the pupil’s name. These items must be kept with the pupil at all times of the day in their bag.

### **Behaviour**

Our Behaviour Policy has been adjusted to keep everyone safe during this unprecedented period.

There will be implications and consequences for pupils deliberately breaching the measures put in place. Some of the unacceptable behaviours are included below, although it is not possible to list every unacceptable behaviour:

- Eating and/or drinking when not permissible to do so.
- Pretending to display coronavirus symptoms.
- Making jokes about coronavirus or discussing the virus when no contextual reason to do so.
- Not disposing of a tissue in the bin or purposely not covering a cough/sneeze.
- Purposely coughing/sneezing in the direction of another pupil or staff.
- Entering any part of the school other than where they are instructed to by a member of staff.
- Not entering or leaving school site at their allocated time.
- Not bringing the required equipment. *Sharing of equipment will need to be kept to a minimum to prevent the potential spread of the virus. Please make sure your child is fully equipped for their lessons.*
- Moving desks or seats during the lesson without permission.
- **Not moving directly and swiftly during any lesson transitions or other designated movement times.**
- **Failing to follow a member of staff’s instructions at any time.**

**The final two points are extremely important.** If any pupil takes a less direct route to their next classroom, walks more slowly than they are capable of or waits around they will be increasing the risk for everybody and delaying the carefully timed operation of the school day.

**If a pupil has Coronavirus symptoms at home do not send them into school.** They must self-isolate for at least 7 days and arrange to have a test to see if they have the virus:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Full government guidance here

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Inform us immediately if your child needs to isolate by contacting [postbox@bloxwichacademy.co.uk](mailto:postbox@bloxwichacademy.co.uk)



### Your contact details

It is more important than ever that we have your most up-to-date contact details, especially your mobile phone number. Please let us know if anything changes by e-mailing us at [postbox@bloxwichacademy.co.uk](mailto:postbox@bloxwichacademy.co.uk)

### If a pupil demonstrates coronavirus symptoms in school time

If a pupil demonstrates any symptoms of Covid-19, they will be directed to go to a designated area within the school where they will only be in contact with a member of staff wearing Personal Protective Equipment (PPE). **If your child displays any symptoms of Covid-19 while at school, you will be contacted and you must collect them from the site immediately.** We will not be able to allow the pupil to travel home alone. First aid for any other illness or ailment will operate in the usual manner.

### Parent/Carer meetings

To minimise transmission between people, no one will be allowed on to school site without a prior appointment.

### Cleaning

We have employed two additional cleaners to be on site during the school day and they will be operating constantly to disinfect surfaces and door handles, especially during transition points, such as at breaks and lunchtimes.

Where groups are moving classrooms, teachers will make sure desks are cleaned before the next class enters.

### Extracurricular

By keeping extracurricular clubs into year group bubbles, we will be able to offer an extensive programme to pupils. Each year group will have a personalised extracurricular schedule for the term, which will be published on our website. The calendar will detail the day and room each club will take place in. Extracurricular clubs will commence the week commencing Monday 14<sup>th</sup> September.

### Uniform

As you are aware, we are very determined to maintain the high standards of uniform with all of our pupils and I thank so many of you for your continued support. We expect that all pupils are looking smart in September and abiding by the school's uniform code. More information regarding school uniform can be accessed on the school website: <http://www.bloxwichacademy.co.uk>

- Black school trousers not leggings, jeggings or roll on tight trousers
- No extreme hair fashions – brightly coloured, dyed hair, no celebrity or iconic youth hair styles. Shaved heads (full or partial) and shaved eyebrows are not permitted.
- Year 7 and 8 pupils are not permitted to wear any make-up. Pupils in Year 9, 10 and 11 are permitted to wear discreet make-up.
- No body piercing is allowed other than one, single, plain gold or silver stud in each ear lobe which must be removed during PE activities. Other jewellery is not permitted.
- False nails/eyelashes and nail polish are not permitted
- Correct black leather school shoes must be worn – see school website for examples

Your support in maintaining our high standards is greatly appreciated. As stated in the school prospectus **'the Headteacher's decision will be final in all matters relating to uniform, jewellery and hairstyle'**.

## Mobile Phones

Bloxwich Academy is a no mobile phone school for Years 7 – 11. If a pupil is found with a mobile phone, this will be confiscated. Please see the E-Safety and child Safeguarding Policies on the school website.

Please note that Bloxwich Academy has the power to search without consent and will **not tolerate any prohibited items** being brought into school.

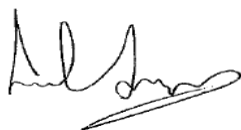
## Attendance and Punctuality

Attendance is crucial for pupils to be 'the best they can be'. We do not advocate parents taking their children from school for any holidays during term time. A week's holiday is 25 hours of lost learning time for your child. Be aware that the Education Welfare Service **will** issue a fixed penalty notice and Government legislation states that if the fine is not paid within 21 days the fine will increase. Further failure to pay can result in a court appearance. Although the Government suspended fining in the summer term, this will be back to normal from September.

I appreciate that there is a lot of information to process and in order to support welcoming pupils back in September we will send out key information throughout the summer holidays.

May I take this opportunity to thank everyone for their continual support during these unprecedented times. I hope you all have a great summer.

Yours sincerely



Mr A. Seager  
Headteacher