



20<sup>th</sup> August 2020

Dear Parent/Carer

I hope you have managed to have a safe and relaxing summer holiday as best as possible during these unprecedented times. I have been overwhelmed with the support and kind messages from parents and carers regarding our provision for pupils during the national Covid lockdown of school from March. In line with Government guidance we plan on welcoming **all** pupils back to school in September. Implementing careful adjustments to our normal way of working to ensure relevant safety measures are introduced will enable this to occur. Please read carefully the expectations we require from all our pupils to enable this process to run as smoothly as possible.

**First day back for Years 7, 12 and 13: Thursday 3rd 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/Carers are asked to leave pupils to enter the Academy in the overflow carpark as access will not be permitted for adults.

Year 12 and 13 need to arrive by 10.00am but not earlier than 9.30am via the pupil entrance gate on Leamore Lane. Year 13 will finish at 12.30pm and Year 12 will finish at 1.30pm. During their day, they will have an assembly, meet their tutors and be issued with timetables, planners and lanyards. They also have a special PSHE lesson based on well-being and to discuss any concerns they have. Year 12 will have their photographs taken. Year 12 and 13 will not be required to attend on Friday 4<sup>th</sup> September unless specifically asked by the Director of Post 16 Mrs Lockley. They will commence Post 16 lessons on Monday 7<sup>th</sup> September.

**First day back for Years 8, 9, 10 and 11: Friday 4th September**

The first day for Years 8, 9, 10 and 11 is Friday 4th September. Years 7, will be in again. Unlike our normal day, this will have a staggered start and dismissal time, 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.

Year	Arrival Time	Departure Time
Year 7	8.45am	2.45pm
Year 8	9.15am	2.50pm
Year 9	9.45am	2.55pm
Year 10	10.15am	2.30pm
Year 11	10.45am	3.00pm





## Overview of the normal school day (from Monday 7th September)

Arrive between these times	Departure Time
Year 7: 8.25 – 8.45 am	2.45pm
Year 8: 8.30 – 8.45 am	2.50pm
Year 9: 8.30 – 8.45 am	2.55pm
Year 10: 8.40 – 8.50 am	3.00pm
Year 11: 8.40 - 8.50 am	4.00pm Monday-Thursday and 3.00pm on Friday
Year 12 and 13	Personalised individual timetables will be issued on Thursday 3 <sup>rd</sup> September highlighting start and finishing times.

### Key Stage 3

Year 7, 8 and 9 will enter the school site via the Willenhall Lane entrance only. Pupils will be greeted by a member of Senior Leadership 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 in inclement weather. We are suspending Form Time for the time being to minimise the need to move around the school. 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 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 Key Stage 4 go to classrooms. Lessons will start prompt at 8.50am with no Form Time.

Year 11 will start Period 6 (3pm-4pm) from Monday 7th 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.

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





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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 well-being 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 (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>)
  - 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 Wisepay System to pay for school lunches as the normal cash payment machine will not 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.





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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 are only having single 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 named with the pupil’s name. These items must be kept with the pupil at all times of the day in their bag.

### **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/uniform>.

- 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.
- Key Stage 3 pupils are not permitted to wear any make-up. Pupils in Key Stage 4 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, polished, 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’.

A polite reminder that mobile phones are banned within the Academy. If a pupil is found with a mobile phone, it will be confiscated and Parents/Carers will be required to collect at a time





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suitable to the Academy. There will not be an exception to this rule and I thank you in advance for your understanding and support.

All of the safety measures we have introduced to support the return of all our pupils will undoubtedly require the full support of pupils, staff and parents/carers alike. Upon the return of our pupils we will continually review these measures and adapt where necessary.

May I take this opportunity to thank everyone for their continual support during these unprecedented times and I look forward to welcoming everyone back to Bloxwich Academy in September.

Yours sincerely

Mr A Seager  
Headteacher