

8 March 2021

Dear Parent / Carer,

With the school looking to be fully open by Monday March 15th, I feel it is important I share with you some key information.

**Times:**

The school will continue to operate the bubbles prior to lock down 2. Year 7 will be expected to arrive via the lower car park as before. Year 8 and 9 should use the 2 separate upper entrances. These year groups **MUST** be on site and in class by **08:30** at the latest and will finish at **15:00**. Year 10 and 11 will continue to use the upper entrances but must now be in school by **08:45** when their lessons start, their day will now end at **15:15**. It is important that students do not arrive late as this will increase the risk of bubble crossing in reception.

**Uniform:**

Students will be expected to be in **FULL** school uniform every day unless they have PE and will then be required to wear that. The school has had to change ALL timetables and therefore these will need to be given to pupils on the Monday. There will be NO PE lessons on this day and so full uniform should be worn on this first day back.

**Mobile Phones:**

We introduced a zero tolerance on mobile phones in September and will continue with this. Any mobile that is seen will be removed in line with our behaviour policy and stored. Continuous flouting of this rule will lead to pupils having to sign a mobile phone in each morning and collecting at the end of the day.

**Attendance:**

I would like to remind everyone that, in line with the government's guidelines, attendance is compulsory on the return to school. The school will continue to monitor attendance and where deemed necessary we will pass details on to Essex County should we feel there is an infringement noted.

**Face Masks:**

The expectation is that all students will wear face masks at all times. Students who have medical exceptions should have their parents contact the school, unless we already have that information. This will be reviewed by the government during the Easter holidays.

**Behaviour:**

We set high levels of behavioural expectations when it comes to our pupils and even in these trying times we will continue to enforce these rules rigorously. A full copy of our behaviour policy is available on our website. Additionally this includes the Health and Safety rules during Covid-19.

**Lunch Accounts:**

Please ensure that if your child needs to have money placed on their account, this is done via the SCOPay system. If you need to retrieve your account details, please contact [office@kha-tkat.org](mailto:office@kha-tkat.org) . We have very limited access to the in-school payment machines at this time.

We thank you for your cooperation in these difficult times and look forward to welcoming back all of our students.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carl Freeborn', with a stylized flourish extending to the right.

Carl Freeborn  
Deputy Head Teacher