

17<sup>th</sup> July 2020

Dear Parent/Carer

**RE: Return to school in September 2020.**

We hope that yourself and your families are well. We'd like to take this opportunity to thank you for your support this year, especially during the unprecedented circumstances due to Covid-19 and home schooling. Our students have shown great resilience and independence in completing their work. We wish them a safe and relaxing summer break.

When the school reopens it will be under strict conditions. It is therefore imperative that you read all of this letter to ensure you fully understand the measures we are putting in place to ensure the safety of your children.

**Return to school dates:**

Please see below for the date your child is returning to school.

<b><u>Date</u></b>	<b><u>Year groups in school.</u></b>	<b><u>Where to go on arrival</u></b>
Tuesday 1 <sup>st</sup> September	None – Staff inset training.	-
Wednesday 2 <sup>nd</sup> September	None – Staff inset training	-
Thursday 3 <sup>rd</sup> September	Year 7 Transition Day	Bottom Tennis Courts (enter the school at the Lower Gate <b>ONLY</b> ) to line up in forms.
Friday 4 <sup>th</sup> September	Year 7 & Year 11	8.30am – Year 7 – Form Rooms 9.00am - Year 11 – Main Hall
Monday 7 <sup>th</sup> September	All Year Groups Back in.	9.00am – Year 10 – Main Hall 9.00am – Year 11 – Form Rooms 8.30am – Year 7 – Form Rooms - Year 9 – Tennis Court 1 - Year 8 – Sports Centre

**Covid-19 Measures:**

We have taken steps to adapt how our school will operate in September in line with current Government guidance to keep your children and our staff safe. Therefore, we will have:

- Year group bubbles that will not cross during the school day at any stage.
- Strict set entrances and exits at the start & end of the day:
  - Year 7 – Bottom entrance on Broomstick Hall Road.
  - Year 8 – Top entrance on Broomstick Hall Road – **Sports Centre Gate.**
  - Year 9 – Top entrance through **Reception gate.**
  - Year 10 – Bottom entrance on Broomstick Hall Road.
  - Year 11 – Top entrance by the Sports Centre.

The back entrance of the school at Ninefields will **not** be open so students need to ensure they leave extra time for their journey.

- Staggered start and end times. We will no longer finish early on a Tuesday.
  - Year 7,8 & 9 – start at 8.30am and finish at 3.00pm. Therefore, they need to be in school by 08:25 at the latest.
  - Year 10 & 11 – start at 9.00am and finish at 3.30pm, therefore they need to be in school by 08:55.
- Designated year group zones and routes around the school site.
- Staggered lunchtimes. Each year group will be allocated a time for lunch and a canteen area.



- The canteen will not be opened during break and before school due to bubbles crossing.
- Students will be supplied with hand sanitiser on their entrance to the canteen and the biometric finger print readers will be cleaned/sanitised at regular intervals.
- Students will **not** be able to load cash onto their lunch accounts. Therefore, for **Year 8, 9 & 10** on **Monday 7<sup>th</sup>** morning, the Senior Leadership Team will visit form groups to collect their money and take it to the canteen to be manually added to your child's account. **Year 7 & 11** students will need to have their money on the **Thursday/Friday** ready for the following week.
- Cleaning of the canteen between year groups.
- Students will be provided with hand sanitiser at the start of each lesson.
- No practical lessons that make students perspire will take place.
- Staff rather than students will be moving between lessons at Key Stage 3. Students will remain in their designated classroom. Staff will leave rooms using a domino system to ensure students are supervised.
- There will be minimal movement at KS4 for their option subjects but they'll remain in their year group bubble.
- If you and your child choose to, they will be allowed to wear a mask. Please be aware that due to government guidance changing over this week we will send a letter at the end of August with the most up to date information.
- All students will be provided with covid-19 related health and safety training on their first day on the school site to ensure they're aware of what they need to do and when.
- We have temporarily changed some of our Year 8 & 9 form groups to allow for student to get support in their lessons. They will return to their original form groups as soon as school can go back to 'normal'.

The information we receive is constantly changing and we will continue to update our plans during the summer and will inform you of any key changes before the students return. Please be assured we are doing everything possible to keep our students and staff safe.

**Academy Uniform Expectations:**

Please ensure that you check our **Uniform Policy**, that you have signed up to, carefully before purchasing uniform. Our supplier, Forest Casuals, are fully stocked and are encouraging using their online service during current restrictions.

**King Harold Academy Expectations:**

All of our policies can be found on our school website and have been updated.

All students will be issued with a new Home School Agreement on their first day that will need to be signed by both yourself and your child and returned to their form tutor.

From September, students will not be permitted to have their mobile phones on school site. We understand you may want your child to have their phone with them on their journey to and from school therefore it is their responsibility to turn their phone off and put away in their bag. If you need to contact your child please call the main office on 01992 714800 with a message. If your child is caught with their phone out during the day in the first instance they will have their phone taken until the end of the school day, on a second instance they will have their phone placed in the school safe for 5 days and it will have to be collected by yourself. For repeat offenders, they will have to sign their phone into the school office every day.

The **Behaviour Policy** has been updated to reflect the current covid-19 situation. In short; children will be expected to behave appropriately and respect social distancing rules at all times. Should they choose not to, then the school reserves the right to exclude a child for health and safety of its staff and other children.

We would also like to make it clear the school **WILL NOT** deal with any parent and child who are having issues over social media. It is the responsibility of the parent to ensure their children are using age appropriate apps and that they know what their children are doing on their phones. This also includes

areas where parents are not taking effective measures to reduce mobile phone misuse themselves. We can advise parents should you require information of what to do.

We are all facing unprecedented times and are working hard in school to support our staff, students and community. If you have any questions about the contents of this email, please contact the school via the office email ([office@kha-tkat.org](mailto:office@kha-tkat.org)) and we will endeavour to respond as soon as possible.

We'd like to thank you for your continued support of the school and we look forward to welcoming all of our students back in September. We wish you a restful summer break.

Yours faithfully,

The King Harold Leadership Team.