

Dear Families,

We are looking forward to welcoming all students back into school in September. As you may have seen in the news, guidance has been published to schools around how best to keep students safe upon their return. We are so pleased at the prospect of a whole school return but as you can imagine it will require quite a few changes to how we do things.

We will put in as many measures as possible to avoid contact with multiple years and groups; details are outlined below. These measures will be alongside extra cleaning and hand sanitiser dispensers at every room, which staff and students will use every time they enter or leave the room and before and after eating.

Please read through the outline of our initial plans detailed in this letter and then complete the transport questionnaire at the end. Please note that whilst these plans follow the current guidance, they are subject to change following government announcements over the summer.

### **1. Year group bubbles**

It is our intention wherever possible to avoid students from different year groups coming into contact with one another. With this in mind, at KS3, students will be taught in mixed ability groups and will be allocated a suite of classrooms that only their year group will use. Where possible students will remain in the same classroom throughout the day. At KS4 students will still be set according to ability and for the majority of lessons will remain in allocated classrooms for their year group. Due to specialist classrooms being needed for some option subjects, these rooms will be shared across KS4 classes.

### **2. Classroom organisation**

Whilst students will have to sit at a desk next to someone, as far as possible, we will ensure that it is the same person every day. Students' desks will be spaced 1m apart. Teachers will use consistent seating plans to keep this system running as effectively as possible. Each child will be provided with a plastic wallet with equipment they will need. This will stay with them in their allocated classroom throughout each day.

Teachers will maintain 2m distance from students and other staff as much as possible.

### **3. Start of the school year**

The next step we are going to take is the starting day of school for different year groups, so that each year group have time to understand the new expectations and structures outlined to them. With the new Y7 not having had any transition time at Shuttleworth, school will open for these students on Wednesday 2<sup>nd</sup> September at 8:30 am. Other year groups will have their first day back on the following days and will be in school every day thereafter.

Year 11: Friday 4<sup>th</sup> September at 8:30 am

Year 9: Monday 7<sup>th</sup> September at 9:30 am

Year 8: Tuesday 8<sup>th</sup> September at 9:30 am

Year 10: Wednesday 9<sup>th</sup> September at 10:30 am

#### 4. Start and finish times for each year group

You will see below we have condensed the school day to allow for staggered start and finish times. Teaching time is still 5 hours per day for years 7 to 10. Year 11 have a timetabled 6<sup>th</sup> hour. We would usually do a period 6 for year 11 most days; next year we will do it every day to allow us to better support them for their exams.

We are staggering the start and finish times to alleviate congestion at the start and end of each school day in terms of students entering and exiting the building, but also to alleviate issues around students travelling to/from school. The use of public transport is not encouraged at all, and so we urge families to find alternative ways of travelling to school whether this be walking, cycling, or sharing lifts with other families who live nearby and need to arrive at the same time. We also have bike racks where students can lock up bikes and these will be cleaned every day. At the bottom of this letter is a link for a survey around transport and arrangements for September - please can you complete this by Thursday 16<sup>th</sup> July so that we can look into arrangements for school buses etc. where this is possible for us to do so.

The start/finish times for each year group are listed below:

Year Group	Start Time	Finish Time
Year 7	8:30 am	2:00 pm
Year 8	9:30 am	3:00 pm
Year 9	9:30 am	3:00 pm
Year 10	10:30 am	4:00 pm
Year 11	8:30 am	3:30 pm

In our strategy to avoid where possible students being with students outside their year group bubble, we ask that students do not arrive at school more than 10 minutes before the allocated start time as they will not have a space in which to wait. We will also expect all student to leave the school site at the end of their school day and not wait for friends/siblings from other year groups. If you feel this will cause significant issues for your family, please let us know through the survey link at the bottom of this letter.

#### 5. Lunchtime

Each year group will have a separate lunchtime to avoid congestion and to avoid students from different year groups coming into contact with one another. At lunchtime, food will be served in the atrium and then where possible students will be encouraged to go outside to eat and to get some fresh air. If it is possible for students to bring a packed lunch with them to avoid queuing to buy lunch we would ask them to do so.

Students will also get a break time in class, which will be built into one of the lessons in the morning. Students who are in receipt of Free School Meals will have a drink and a snack provided, for students who do not receive free school meals, please can we encourage you to send students into school with a drink and a snack for break time.

Students should come to school with a full bottle of water to have with them during the day. Water fountains will be switched off for hygiene reasons and therefore bottles will not be able to be refilled during the day.

## 6. Uniform

When students return in September, we ask that full school uniform is worn as outlined on the school website. We understand that financially times may have been hard for some families, and so if you are struggling to purchase new uniform and PE kit, please buy the uniform. We will be more flexible around PE kit. For the first term any sports wear and trainers will be acceptable for PE.

## 7. Questionnaire

Please follow the link below to complete the questionnaire around transport to/from school. As you will understand it is vital we have information about how students are coming and going from school in September. Please complete this questionnaire by 12 noon on Thursday 16<sup>th</sup> July.

<https://forms.office.com/Pages/ResponsePage.aspx?id=g1nfTwyrW0SqMCuQK3V3HKX23K72dKhHvb1rsE5gjuVUOENWUVIORDFVOUVXOTZQRENIQ1hQSFVCMC4u>

The government will be updating its guidance in the middle of August. We will write to you all again w/c 17<sup>th</sup> August to confirm all arrangements for September.

Yours sincerely



Mrs R England  
Headteacher