

16 July 2020

Dear Parent/Carer

Returning to school: September 2020

Further to my message earlier this week in the Principal's Weekly Bulletin, I am writing to explain our arrangements for resuming full time on-site education for all year groups this September. Over the past few weeks we have been planning carefully for the autumn term, taking into account a wide range of information and guidance from the Department for Education, Public Health England, and the Local Authority. This letter contains important guidance for parents/carers and students which aims to protect all members of the school community from the risk of transmission of the COVID-19 virus.

1. The start of term

The first week of the 2020-21 academic year will be as follows:

Date	Details
Monday 31st August	Bank Holiday
1st September/ Wednesday 2nd September	Professional Development Days (Staff Only)
Thursday 3rd September	Year 7 Induction Day
Friday 4th September	Year 7, 11, 12 and 13 students return
Monday 7th September	All students on site

This staggered start to the autumn term will enable staff and students to familiarise themselves with a number of significant changes to the way the Academy operates. These are explained in more detail below. Information for the new Year 7 intake will be issued separately.

2. COVID-19 prevention

In line with government guidance, the Academy will be adopting a variety of measures to ensure we are 'COVID-19 Secure'.

- Any student with COVID-19 symptoms (new and persistent cough, fever, loss of sense of taste/smell) must not attend the Academy, and should only return once tested and the result confirmed as negative. If your child shows symptoms of COVID-19 whilst in the Academy, they will be isolated in the designated medical room and we will contact you. You will be required to come and collect your child immediately, get them tested and notify us of the test result straight away. If a positive test result is given, then this does mean we will need to close the zone or school to the group of students and staff who attended on that day. We will of course liaise with the relevant authorities before making this decision. In the event of a COVID-19 case the national guidance for self-isolation must be followed.
- All students will be asked to sanitise their hands when arriving on site, after using the toilets, before eating and whenever they move room. Sanitiser stations will be available in every room. We strongly recommend all students carry anti-bacterial hand gel and disposable tissues.
- At the time of writing, government guidance is that students are not expected to wear face masks or other PPE at school. If a face mask is worn to the Academy it must be removed without touching the front of the mask, and stored in a protective carrier for the school day.
- Until the Department for Education guidance is amended we will not, other than in exceptional circumstances, allow visitors onto the site. This will also include parents/carers. If you need to contact a member of staff it is advisable either to e-mail or leave a telephone message first. All the usual means of

communication between the Academy and parents/carers will remain open but face to face meetings are unlikely to be feasible.

3. Rooming changes due to Covid-19

The Department for Education recognises that in a school setting social distancing practice is not manageable. Therefore they no longer expect us to enforce it, as far as students are concerned. Instead they have stipulated that whole Year Groups are now treated as bubbles. This means that within Year Groups students may associate freely but that different bubbles need to be kept apart as far as possible and prevented from mixing. Students will be allocated social space – both indoor and outdoor – for break and lunch times. This means there is to be no adjustment to the start of the Academy day (8.45am) or the finish time (3.10pm).

Each year group will have dedicated rooms that are typically only used by that year group. For Years 7, 8 and 9, these rooms will be geographically close in a 'zone' of the school, with movement between rooms further minimised where possible whilst still allowing for academic setting in some subjects. As far as practically possible students will continue to be taught the full range of curriculum subjects. Obviously there will be adaptations and adjustments due to the accommodation restrictions. This is a necessary compromise for Year 7-9, being made by schools across the country.

Rooms dedicated to Years 10 to 13 will be spread across site, this is because these year groups have been prioritised for the use of specialist spaces for practical subjects wherever possible within the constraints restricting year groups from mixing.

For most students their timetable will be based in a single area of the Academy and teachers will move around the site to get to their classes. Staff are still expected to observe social distancing and teachers have been advised to remain at the front of their classroom at least 2m away from students.

Furniture within classrooms will be arranged so that all students face the front.

4. PE provision

The PE department will be able to operate most lessons in a practical way as usual. This will be done by utilising outdoor spaces providing the weather is fine. However, to minimise the use of changing rooms, Years 7, 8 and 9 only are asked to bring trainers – in addition to wearing their normal school shoes - on the days that they are timetabled to have PE. We expect this arrangement to be short term. Years 10 to 13 will continue to change on site as usual when they have practical PE lessons.

5. Break and Lunch arrangements

Break times will operate as normal but will be shortened to reflect that there are no catering facilities mid-morning. If possible please provide your child with a break time snack.

We will be operating staggered lunchtimes. This will necessitate some reduction to our canteen offer, with this operating primarily on a 'grab and go' basis. Cold food and drinks will be available as normal, with a limited hot food offer.

For the time being, we will only be able to offer a Breakfast Club to Year 7 students due to the need to restrict year groups from mixing.

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6. One way systems

A one way system will be in operation wherever possible throughout the Academy. Our aim is to direct students outside or to their inside zones as quickly as possible, where the risk of transmission is lessened, whilst avoiding any bottlenecks.

7. Travel to and from school

The Local Authority who oversee the dedicated school buses that operate between Longsands and the villages have confirmed they are unable to provide more buses than they have previously. Whilst detailed arrangements will be confirmed during the summer break, we are expecting that students will need to sit within their year group bubbles on each bus.

We ask that students avoid the use of other public transport where possible. If this is necessary, please ensure government guidance on COVID-19 precautions is followed.

8. Extra-curricular activities

We aim to continue to offer some of these as best we are able given the need to restrict year groups from mixing. We will only be able to offer Homework Club to Year 7 students in the first instance from 3:10pm – 4:10pm in the Academy Learning Resources Centre.

9. Behaviour and attendance

The government is clear that attendance is mandatory from September, therefore we will operate our usual systems for attendance rewards and sanctions. This is even more important than before because of the gaps in learning and understanding caused by the lockdown and prolonged period of school closure.

Our Behaviour Policy - including our mobile phone ban - at Longsands is designed to maintain a safe and secure environment in which all members of the school community are safeguarded and where teaching and learning can be delivered without disruption. Consequently I see very little reason to adapt it. We do intend, however, to add a clear requirement relating to COVID-19 transmission and the need to preserve social distancing. Any deliberate actions which undermine our capacity to keep students or staff safe will be sanctioned as serious misconduct.

The policy on our school uniform remains unaltered. Students will be expected to wear full school uniform from the start of autumn term. Government advice now states that uniform does not need to be cleaned any more often than usual or using any different methods. It is important that all students look smart at all times and wear their uniform with pride. Here is a reminder of our uniform expectations:

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MAIN ACADEMY UNIFORM

Please note that SWI will need orders to be placed by 3rd August to guarantee delivery before the start of term.

- **A black school blazer** with a Longsands Academy badge already embroidered on the blazer, supplied by SWI.
- A Longsands Academy clip-on tie supplied by SWI.
- **Mid-grey trousers (not light grey nor charcoal grey)** in an approved style (loose fitting, not 'skinny') as available from SWI, and most high street and online retailers as approved by us.
- **White shirt/blouse**, plain, buttoned, short or long sleeved with standard collar and no logos, which are widely available.
- **Shoes must be completely plain black** with a smart appearance, have a sturdy, solid sole and not reach above the ankles. Converse, Vans, Kickers, sports brands such as Nike and other similar footwear labelled as 'shoes' are not acceptable. Shoes must be polishable, low-heeled and suitable for officewear. Please contact us if you are unsure about a shoe purchase.
- **Plain black socks** (ankle or below knee length) or plain black tights.
- **Optional tailored shorts** during the summer term (must be purchased via the SWI website).
- An **optional** Longsands tartan skirt (must be knee length) supplied by SWI.
- An **optional** Longsands black V-neck jumper supplied by SWI.

PE KIT

- red **PE top**, with logo, supplied by SWI;
- **shorts**, plain black, supplied by SWI;
- **socks**, full length red, supplied by SWI;
- **socks**, plain white, no logos;
- reversible **rugby shirt** for boy, supplied by SWIs;
- **trainers**, indoor/outdoor (non-marking soles);
- **boots** (football, hockey, rugby) essential for safety;
- **gum shields** (hockey/rugby), **safety studs** (rugby) and **shin pads** (football, hockey, rugby) are essential for safety.
- Plain black gloves/hat – at teacher's discretion in extreme weather. Further optional PE uniform items for cold weather are available for purchase from SWI.

Other uniform information

- Outdoor coats – no logos, plain and dark coloured (not to be worn inside)
- Jewellery – one pair of stud earrings worn in the lower ear lobe only, a wrist watch and one small ring. No other jewellery or piercings are acceptable and must be removed on-site
- Hair – natural hair colours only, not extremes of style
- Make up and nails – make up is discouraged, discrete use only, no coloured nail varnish or acrylic nails
- No hoodies, jeans or leggings are permitted at any time other than on selected school trips

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10. Equipment list for all students

Due to COVID-19, students will not be able to borrow equipment as easily as has been previously possible. In addition to their uniform and PE kit, all students must have the following equipment with them in September.

- Pens – at least two black and a green pen if possible
- Pencils
- Colouring pencils
- Highlighter (any colour)
- Ruler (30cm preferable)
- Eraser
- Pencil sharpener (preferably with container)
- Protractor
- Compass
- Glue stick
- Scientific calculator (Casio FX83GTX or FX85GTX preferred)

I am very aware that there is a lot of information here to digest, and that we are still in a rapidly changing situation as government guidance evolves. Nonetheless, I hope this letter gives you a helpful summary of the plans we are putting in place. Please also note that arrangements for September are subject to change after the government reviews its guidance on the 11th August. I will, therefore, write to you again later in August to confirm any changes.

Please have a safe and restful summer break and thank you, as always, for your ongoing support.

Yours sincerely



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