

Headteacher Mr S. Richardson

Westport Road
Stoke-on-Trent
Staffordshire
ST6 4LD



Co-op Academy
Stoke-on-Trent

Arrangements for Reopening in September

July 17th 2020

Dear Parents & Carers

As you will be aware, the Government has made clear that all children will return to full time education in September. I am now in a position to share our plans to ensure that all of our students can return to the Academy in a safe way beginning on **Thursday 3rd September**. I want to begin by saying very clearly that at the centre of all of our plans is the safety and wellbeing of our students and all of the staff who work at the Academy. All of the decisions we have made about how we reopen have been made with this very important principle clearly in mind.

Phased Return

Like many schools, we will be operating a phased return of students from the 4th of September, please see the table below:

Date	Who should attend the Academy?	At what time?
Tuesday 1st September	Staff INSET Day 1 No students attending	
Wednesday 2nd September	Staff INSET Day 2 No student attending	
Thursday 3rd September	Year 7 Y8/Y9/Y10/Y11 for 1-1 with tutors	8:45 outside the Academy entrance See individual appointments School day finishes at 3:20
Friday 4th September	Year 7 Y8/Y9/Y10/Y11 for 1-1 with tutors	8:45 outside the Academy entrance See individual appointments School day finishes at 3:20
Monday 7th September	Year 7 Year 8 Year 9 Year 10 Year 11	9:00 - outside the Academy entrance 9:30 - outside the Academy entrance 10:00 - outside the Academy entrance 10:30 - outside the Academy entrance 11:00 - outside the Academy entrance School day finishes at 3:20

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Normal timings will be in place from **Tuesday 8th September** for all students:

Attendance at School

The Government has been clear that from September, attendance at school is **mandatory** once again. This means that parents have a legal obligation to send their children to school. If they fail to do so, parents will be subject to fines and possible prosecution. We recognise that for many parents this has been an anxious time, and that sending their children back to school might be something causing them to worry. However, I want to be clear: it is safe for children to return to the Academy. We want to keep children learning and ensure that they get back to being with their teachers as quickly as possible. I would ask all parents to consider the social, personal and educational development that students miss out on by not being in the Academy. It is essential that all children, who are fit and healthy, return to the Academy in September.

What if my child is unwell?

Parents should report all absences owing to illness before 8:30 by contacting reception.

You must not send your child to the Academy if they present with coronavirus symptoms. They will need to get a COVID test and inform the school of the outcome.

If someone in the household develops coronavirus symptoms the self-isolation for the rest of the family is 14 days.

All students will be observed before entering the Academy to ensure that they are not presenting with symptoms.

If children develop symptoms while they are in the Academy, they will be sent home, with clear instructions to get a COVID test.

What has the Academy done to ensure students are safe?

Since the Government issued its [guidance](#) for the full opening of schools, we have worked tirelessly to ensure that we have a set of processes and procedures in place to keep everyone safe.

We have adopted a very simple slogan to ensure that we can make the Academy safe:

- Minimise contact
- Maximise distancing
- Reduce movement

These three principles will ensure that everyone can be safe and we can deliver a broad and balanced curriculum to all students.

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We have taken the following steps to keep all children safe:

- Year group 'bubbles' - all year groups will be in 'bubbles' meaning that they will stay together and will not mix with students in any other year group during the Academy Day in order to minimise contact.
- 'Bubble' Sectors - each bubble will have its own part of the school, and a specific set of classrooms, in which to learn. Other than for PE, students will stay in their sector all day in order to reduce movement. Students in KS4 will need to move to ensure they can study their options subjects but this will be heavily restricted.
- Entrances/Exits - each bubble will have its own entrance and exits to the Academy to maximise distancing.
- Lunch/Breaks - each bubble will have its own indoor/outdoor spaces at lunchtimes and breaks to minimise contact with students in other bubbles.
- Hand washing - we have built in a programme of hand washing throughout the day to ensure that all children maintain excellent hygiene to reduce the risk of COVID transmission. Students will be supervised washing their hands to ensure that we can be confident this measure is implemented fully.
- Extra cleaning - we have reviewed our cleaning systems and these have been enhanced to ensure that we reduce the risk of transmission.
- Student movement - all student movement from the moment they arrive on the site to the point at which they leave will be supervised by Academy staff to ensure it minimises contact and maximises distancing.

Uniform

We expect all students to return to the Academy in **full uniform** from September.

All students must attend in appropriate school shoes.

Students should wear coats when the weather is poor to ensure that they do not spend the day sitting in wet clothes. This does not support their learning and makes them uncomfortable.

Equally, any students who have dyed their hair to an unnatural colour will need to ensure that it has grown out.

All long hair must be tied back when students are in the Academy.

To be clear: no jewellery is permitted in the Academy.

Equipment

In order to reduce the risk of COVID transmission, it is even more important that students attend with their own equipment and that this is not shared with any other student to reduce the risk of transmission.

Therefore, students must attend with with:

- A proper school bag (not a plastic bag or any other variety).

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- Pencil case (plastic so it's easier for cleaning rather than a fabric one)
- Pens, pencils, ruler, rubber, pencil sharpener, highlighter, glue stick.

Food for break and lunch

From September, students will have tutor time first thing in the morning. During tutor time, when the register is taken, students will have to order any food they require for break and lunch. Break time food will be a cold selection of snacks and drinks. Lunch will be either a meat or vegetarian choice. Students will need to decide which they want so the catering staff can prepare food in time for breaks and lunchtime. The food will then be taken to the dining areas and distributed to students.

Students will have a choice of hot options on Monday and Friday.
Tuesday, Wednesday and Thursday will be cold options.

Packed Lunches

We recognise that some parents like to prepare their child's lunch. Any students wishing to bring a packed lunch are welcome to do so. However, I would urge parents to follow some specific guidelines when preparing packed lunches for their children so that it provides them with the right balance of nutrition to ensure that they can learn effectively.

As a general rule a packed lunch should be:

- Sandwich or pasta salad (or similar type of 'main' food).
- Fruit
- Packet of crisps or one other snack
- Non-fizzy drink

The following are not acceptable and must not be brought to the Academy, as either a snack, or for lunch, because they do not help children to learn:

- Oversized chocolate bars
- Tubes of pringles or family-sized packets of crisps
- Sugary soft drinks like coke or Pepsi.

Energy drinks do not help children to learn; they contain unhealthy levels of caffeine and they are banned in the Academy. They must not be brought into the Academy and will be confiscated.

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PE

PE is a really important part of the curriculum because it provides students with vital exercise that is important for their physical and mental health. Therefore, all students will continue to have PE lessons in September. However, in order to reduce the risk of COVID transmission, and to minimise contact, we will not be using the changing rooms.

Therefore, on the days when children have PE, they must come to the Academy in their PE kit. Obviously, we do not want children to be cold as autumn and winter take hold. Therefore, students will be permitted to wear **plain** tracksuit bottoms and a plain sweatshirt to ensure they are warm enough.

We fully expect all children to participate in PE.

Parents Visiting the Academy

Normally parents would be welcome to come to the Academy to deliver messages and items of equipment that have been forgotten. However in September, things will be different, to help us keep the site safe and reduce the risk of COVID transmission.

The following rules will apply to parents visiting the Academy from September:

- An appointment must be made in advance by telephone.
- Only one parent will be permitted to attend the appointment.
- When parents attend they will be expected to sign to say they have read the Covid Guide for Visitors.
- While on site parents must follow all social distancing and hand washing rules.

Drop offs/Pickups

Parents who are dropping off students in the morning and picking them up in the afternoon must do so in the designated spaces at the bottom of the car park. Parents should not be dropping children at the top of the car park. Parents are asked not to drop students off directly outside of the school on Westport Road because this will make social distancing more difficult for the general public.

Face Coverings

The Government and Public Health England guidance is really clear that face coverings do not need to be worn in educational settings. In line with the guidance, all students who arrive in face coverings, will be required to remove them before they enter the Academy. We will continue to be guided by the Government and Public Health England on this specific issue and update our approach as necessary.

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Parental Survey

We are very keen to understand your views on students returning to school in September. With that in mind, please can I ask all parents to complete this short [parental survey](#).

We will use all of the responses to the survey to make sure we've done everything that we can to reassure parents about the safety of students returning to the Academy in September.

Video Update

Please look out for a video update to all parents that will be released via our social media platforms in the last week of August. This will cover the key information all parents need to know for the opening of the Academy in September.

We want to ensure that all of our students are back with us, working with their teachers, and learning. Many of them have worked exceptionally hard during lockdown and we want to help them to keep making progress. However, I hope you can see that we also have to balance that with the importance of ensuring everyone is safe. This has been a strange period of time in many ways, but the end is now in sight, and students will soon be back in the Academy. I am sure I speak for all of the teachers at the Academy when I say that it will be wonderful to have corridors and classrooms ringing with the sound of children once more.

I want to take this opportunity to wish you, and your families, a peaceful and restful summer holiday.

Yours faithfully,

A handwritten signature in black ink that reads 'S. Richardson'.

Mr S Richardson
Headteacher