

RNO/SSL

24 August 2020

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Executive Principal Mrs R. Nash

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Dear Parent/Carer

We hope this letter finds you and your family safe and well. The beginning of the new academic year is fast approaching, and all students are returning to school in line with national government requirements. We understand, with the continued concerns around Covid 19 that both yourself and your child may be feeling anxious about their return to school. Further to the letter sent in July, we wish to put your mind at rest and inform you of the robust plans we have in place to keep all students and staff safe on their return next week. **There is a lot of information included in this letter. We ask that you and your child read it through carefully to ensure you are clear about our plans.**

Our detailed **risk assessment** is available on our website [September Reopening](#) This document will be reviewed regularly and will evolve based on feedback. Please continue to contact us on admin@stwacademy.com if you have any questions.

Our plans and risk assessment are based on the guidelines and statutory requirements outlined by the government and local authority. We will:

1. Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or have someone in their household who do, do not attend school. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including of frequently touched surfaces
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment
7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of Covid-19 amongst the school community
9. Contain any outbreak by following local health protection team advice.

Further government guidance on the full opening of schools in September can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

We have fully reviewed and planned out all student movement around the academy site to

ensure government guidance is followed. We are aware that government guidance can change and we will monitor this closely and react accordingly.

Return dates

Year 7, 11 and 12 will return to school on **Wednesday 2nd September** for **8.25 a.m.** Students should wait in designated areas at the front of school on arrival and will be directed by staff to their dedicated entrance

Year 8, 9, 10 and 13 will return on **Thursday 3rd September** by **8.25 a.m.** Students should wait in designated areas at the front of school on arrival and will be directed by staff to their dedicated entrance

Site Organisation

To restrict social interaction with other year groups, students will be working in year group 'bubbles' for morning locations, lessons, break and lunch times. We will be restricting the movement of students around the building by delivering double lessons across a two-week timetable. This will ensure the curriculum remains broad and balanced. Students and staff will be rigorously required to follow a one-way system around the building to reduce the possibility of unnecessary interaction with other students. They will remain in one wing of the school for the majority of their lessons with the exception of PE, Music, Drama and ICT when movement will be strictly supervised.

We will be practising strict social distancing and employing regular opportunities for frequent hand-sanitising. There will be hand sanitiser available for students in every classroom and at key points around the building including entry and exit points.

During their first day at school all students will spend time with their form tutor and in assembly to ensure that they understand how the new systems and processes, including hygiene expectations will work across the Academy. They will receive their new timetable. We will operate a Week A (Amber) and Week B (Blue) timetable. Week A will start from week beginning August 31st and Week B from September 7th and so on. Lessons will be different each week.

The envelope of the school day will not change. Student should arrive by the 8.25 a.m. first bell for a prompt start at 8.30 a.m. To ensure social distancing, we ask that students do not arrive before 8.15 a.m. on the first day so that we can co-ordinate the entry to school. Any students arriving sooner will have to remain outside until the staff can supervise their entry via different entrances.

Initially, the end of the day will be staggered. The day will end at the following times for the different year groups:

Year 7 and 9 will be walked out the entrance at 2.30 p.m.

Year 8, 10 and 11 will walk out at 2.35 p.m. Please be aware that the Year 11 Achieve programme will be starting soon. More information to follow.

Year Group Bubbles – Entrance/Exit

Students have been allocated specific entrances and wings of the Academy as follows to maintain social distancing and to minimise the risk of year group bubbles mixing:

Year group	Entrance and Exit gate/door	Main teaching area/Wing
7	Right hand side of main student entrance gates	Lower floor Maths corridor
8	Left hand side of main student entrance gates	Ground floor Humanities corridor
9	Right hand side of service gate (to right of school)	First Floor Languages/Post 16 block
10	Left hand side of service gate (to right of school)	Ground floor Science corridor
11	Sports hall doors at front of building	First Floor English corridor/Hub
Post 16	Art fire door at front of building	Lower floor Technology and Library

Please ensure that your child is fully aware of the entrance gate/door they will be expected to use.

Lessons

Students will have 3x100 min lessons each day instead of the scheduled 6 x 50 minute lessons to reduce movement of staff and students around the school. This will rotate on a two-week timetable so that students will still receive their normal timetable over a two-week period. This will allow for more focused learning and ensure all students will still receive a broad and balanced curriculum. Students will do non-contact sports in PE and will still be expected to change into PE kit. All changing rooms will be sanitised between use. Specialist IT and Music rooms will be wiped down before further use.

Tutor time content will be delivered by form tutors in the normal way in order to secure a good start to the day and enable students to build relationships with their new tutor/tutees.

All classrooms will be set out in rows facing the front. Teachers will teach from at least 2 metres away, from the front of the class, in a taped zoned area. Students will have the majority of their lessons in one main area as outlined above with the exception of some practical subjects.

The students will be expected to sanitise their hands on entry to classrooms. Lidded bins will be in every classroom to promote the 'catch it, bin it, kill it' approach. All toilets in the building will be open and toilet blocks will be dedicated to particular year bubbles. Reactive cleaners will be in place throughout the day to clean the toilets regularly. Students will be escorted to the toilet by a member of the standby team. An extensive standby team will be in place every lesson, patrolling the corridors.

Assemblies

Individual year group assemblies will still take place; these will be strictly in line with government guidance as students will be in their year group 'bubbles'.

Homework

Homework will continue to be set in the usual way via the Satchel: One App. More details are available on the website and in the planner. New students will have this explained to them next week. Please ensure you download the App to keep track of your child's homework.

Sport & Extra-Curricular Activities

Physical exercise, in the form of non-contact sport will be provided within PE lessons but unfortunately there will not be any extra-curricular activities beyond those that can operate remotely and therefore there will not be sporting fixtures or performing arts etc until further notice. The arrangements will evolve as necessary over the Autumn term in response to ongoing government advice and guidance. If you have any questions or queries please get in touch via our school email address: admin@stwacademy.com.

These continue to be testing times but, working together, we are sure the safe return of students will bring huge long-term benefits for the mental health and well-being of our young people as well as the undoubted benefits of a return to full-time education.

School uniform and Face masks

Students will be expected to wear [full school uniform](#) (including blazer and tie). The government has made it very clear that it is safe for students to attend school in their uniform and that this will not need to be washed on a daily basis. Students and staff can wear a face mask in school, if they wish (this must be the blue disposable type, no extreme colours or logos). This is not a government requirement, but we understand how some students and their parents might feel more confident in attending by wearing a face covering. Lidded bins will be available to dispose of these. We expect all students who opt to wear one to do so sensibly. Please be aware that if using public transport, a facemask must be worn.

Attendance

Government guidance has made it very clear that it is vital for all children to return to school in order to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means that from September the usual rules on school attendance will apply, including:

- It is the parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- It is the school's responsibility to record attendance and follow up absence
- There is an availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

Please see the [Attendance Policy with Covid 19](#) update for more detail

Equipment and Uniform

Students should bring a clear pencil case containing a minimum of a pen, pencil, ruler, scientific calculator and rubber every day. All students will be given a new planner or Achieve folder on their first day back and must bring it to school every day.

Students must attend school in full school uniform as expected by the latest government guidance: [https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-earlyyears-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-andcarers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-andcarers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term)

As stated in our uniform policy, the academy expects all students to bring a bag to the Academy every day. Fashion and handbags are not permitted. We recommend a rucksack

which is dark in colour, ideally plain black with a small logo. Year 7 students should have a Sir Thomas Wharton Academy bag with logo. Older students are permitted to use this too. The bag should be big enough to contain a PE kit, all A4 books, planner and Achieve folders (for Year 10/11).

Break and lunch time

Break and lunch times are staggered during the day to avoid year groups mixing and enable cleaning to take place between sittings. There will be no breaktime service for the first few weeks, so students are encouraged to bring their own snacks/refreshments for this time. The water fountains will not be available for use so please ensure a clear water bottle is provided containing water only. Drinks can be purchased at lunchtime.

At lunchtime students will be split across either the Diner or Atrium on a rotation. Due to restrictions there will be a reduced service offering hot food including pasta, pastries, jacket potatoes and paninis. Full details of service provision will be on the website later this week. Students are encouraged to bring their own packed lunch which they can eat alongside those choosing to purchase food (within their bubble). Students will be expected to hand sanitise before and after eating (dispensers are available). Cashless catering will be in use. Please ensure you load lunch money via ParentPay.

Buses

Please be aware that the Academy does not endorse travel on public transport or school buses. Families must make their own informed choice given the associated risks. We do promote walking or cycling to school and have prepared storage areas for bikes. National government guidelines are to avoid public transport unless there is no alternative and to encourage the consideration of other travel arrangements. If active travel (such as walking or cycling) is not an option, please plan your child's journey in advance and remember to allow more time, as travel may take longer. Space on the commercial public transport network is severely limited, with only around 50% of pre Covid-19 space available. It cannot therefore be guaranteed that a space on a usual public service route will be available for your child. However, additional school service buses have been put on where full capacity is permitted. Please see the provider [health and safety expectations](#) for the buses on our website. To plan your journey, please visit www.travelsouthyorkshire.com/schoolbuses. There is a drop-down menu for Doncaster. Enter Sir Thomas Wharton Academy and all school bus routes are outlined clearly. A new service the 410 is available for Woodfield Plantation. The 415 and 552 remains available. The 15,10,18 are running at 50% capacity.

We are currently reviewing the Academy minibus service to ensure all risks are accounted for a final decision made on the use of the service. If you are anticipating this restricted service, you will be contacted this week. Please be aware that Stagecoach and First Bus have co-ordinated the 221 and First X78 to run every 10 minutes. Please visit www.travelsouthyorkshire.com (Travel Line: 01709 515151) and refer to the journey planner as an alternative.

Behaviour

The [Academy's behaviour policy](#) has been updated to respond to the unique circumstances of the Covid-19 outbreak. The safety of students is of paramount importance and therefore students should expect to receive the appropriate consequence if there is any breach of the code of conduct. Detentions will operate as per school policy although the spaces employed will allow for the appropriate distancing of students. Our behaviour policy has been modified

to ensure all aspects of the government guidance is followed. Our conduct card system will not operate at the start of the year. We will review this on a weekly basis.

Home/school Communication

During these very different times, it is critical that we keep in constant communication. Please ensure you download the MyEd App for regular school updates. Please follow us on Facebook @SirThomasWharton and Twitter @stwacademy for updates.

Service	Named Contact	Contact
General enquiries	Mrs Sleightholme – Communications Officer	admin@stwacademy.com
Attendance/Illness line	Mrs Wood – Attendance Officer Mrs Clark – Student Reception/Medical Officer	d.wood@stwacademy.com e.clark@stwacademy.com
Year 7	Mr Spence – Student Achievement Leader Miss Owen – Student Welfare Manager	s.spence@stwacademy.com k.owen@stwacademy.com
Year 8	Mr Spence – Student Achievement Leader Mr Mckie – Student Welfare Manager	s.spence@stwacademy.com l.mckie@stwacademy.com
Year 9	Mrs Wilcox – Student Achievement Leader Mr Campbell – Student Welfare Manager	k.wilcox@stwacademy.com s.campbell@stwacademy.com
Year 10	Mr Martin – Student Achievement Leader Mrs Wileman – Student Welfare Manager	c.martin@stwacademy.com a.wileman@stwacademy.com
Year 11	Mr Dobson – Student Achievement Leader Miss Severns – Student Welfare Manager	b.dobson@stwacademy.com h.severns@stwacademy.com
Year 12 & Year 13	Mrs Townsend - Director of Sixth Form Ms Savage – Assistant Vice Principal Post16 Collaborative	j.townsend@stwacademy.com a.savage@stwacademy.com

Yours sincerely



Y E Bootman
Associate Principal

R Nash
Executive Principal