

Dear Parent/Carer,

### **Whole academy update – September 2020**

The period of mandatory lockdown for schools is coming to an end and I'm delighted to announce that Belfairs Academy will be open to all students from September.

As you would expect, staff at the Academy have been working tirelessly to ensure that all the necessary measures are in place to receive a full cohort of students from the start of September. As I'm sure you will appreciate, Covid19 has presented many challenges for schools, but we believe our planning will enable our community to continue to thrive despite the current context.

Our priorities are as follows:

- **to take every reasonable step to ensure the safety of students, parents and staff**
- **to continue to provide our wide and exciting curriculum that promotes each of the Academy's core values**
- **to continue to provide high standards of Teaching and Learning that enable all students to make excellent progress**

Following the release of the DfE guidance for the re-opening of schools, we must ensure that, along with every other provider, Belfairs Academy conforms to the expectations set out in that document. To that end, there will be some key changes to daily life at the Academy and this will affect every single student and member of staff. In order to deliver upon our three key priorities as stated above, it is critical that each member of the Belfairs community plays their part.

Specific information pertaining to the individual arrangements for your child will be sent to you week beginning 17<sup>th</sup> August.

The first key action for parents and students is to read and carefully digest the following information.

### **Year Group Bubbles**

The Belfairs student community will be separated into '**Year Group Bubbles**' to ensure that risk of contact with students in other year groups is minimised. As far as is reasonably possible, students will only interact with peers within their year groups. In order to achieve this, the following steps have been taken:

- each year group has been given a designated entry/exit location and time to arrive/depart the Academy.
- each year group has been given a designated part of the Academy building in which they will be 'housed' and receive the majority of their lessons.
- each year group has been given a designated part of the academy site in which to spend recreational time as appropriate.
- each year group has been given a designated part of the academy in which to congregate for fire drill procedures.

### **Staggered Arrival/Finish Times**

To further protect students, staff and members of our local community, we will be issuing Year Group Bubbles with staggered start and finish times to the school day. Parents will receive the full start/finish times for their child in a further communication from the Academy, week beginning 17<sup>th</sup> August.

### **Procedures for Parents**

Parents are reminded that if they wish to speak to a member of staff, or if they have a query, they must contact the academy via telephone or email. Parents **must not** arrive at the academy without invitation as we will not be able to accommodate unscheduled appointments. If you are dropping your child off at the academy so that they are able to avoid public transport you need to do so away from the academy to avoid any chance of congestion near to the different entry points to the academy.

Further to this, parents must observe social distancing guidelines if they in the local vicinity of the Academy and avoid congregating in groups if waiting to collect children.

### **Routines to Maintain Hygiene**

Whilst hand sanitiser will be available in each classroom, students must take responsibility for washing their hands using hot water and soap available in the toilet facilities on site. Students should wash their hands or use hand sanitiser at the following times:

- upon entry/exit of each classroom entered
- before/after eating
- after using the toilet facilities

Staff will be encouraging students to maintain these routines and address any concerns accordingly and we will be endorsing the government's 'Catch it, Bin it, Kill it' hygiene campaign and be providing students with education around personal hygiene.

### **Teaching and Learning**

Belfairs will continue to commit to high standards of teaching and learning in the academy. In order to reduce the risk of compromising the integrity of our 'Bubbles', students will receive a large proportion of their lessons in the same designated area of the building, thus reducing the need for students to move around the site and interact with other 'Bubbles'.

As teachers are permitted to teach across bubbles, members of staff will move around the site instead of students. Naturally, staff will be able to maintain social distancing measures with greater success than our younger students. On occasions, students will be moving to additional classrooms for practical lessons and some crossing of paths in the corridor will take place. However, our staff will maintain a high level of presence at such times to facilitate student movement as quickly and efficiently as possible.

### **Behaviour, Safety and Wellbeing**

Throughout the period of lockdown, pastoral staff have continued to provide extensive support to children and families at point of need. The wellbeing of students will be a priority for all school staff upon our return in September and students will receive lots of advice, guidance and support as we help them process the events of 2020.

If you would like to discuss any aspect of wellbeing support, please contact your child's Year Leader through the [enquiries@belfairs.southend.sch.uk](mailto:enquiries@belfairs.southend.sch.uk) email address.

Safeguarding Procedures for the Academy remain unchanged and will continue to fulfil all legal obligations towards safeguarding young people.

Following government directives, we have adapted our Academy Behaviour Policy to reflect the current context in terms of what behaviours could compromise the health and safety of students and staff. Our updated policy will be available for September and can be accessed on our website.

The Academy maintains its commitment to the very highest standards of behaviour and student cooperation, and we will not hesitate to take punitive action when this is deemed necessary to protect all members of the Belfairs community. Parents are reminded of their commitment to working in partnership with the Academy demonstrated within the Home/Academy Agreement.

### **Uniform Expectations**

Expectations of student uniform will be the same as in any other year and students are expected to attend according to the standards that are set out in our uniform policy available on the Academy website.

### **Attendance**

The Secretary of State for education has directed all students to return to school in September and that usual standards of compulsory attendance apply. **However, if your child has any of the symptoms associated with coronavirus, they should not attend school, and should follow the advice issued by Public Health England.** Students displaying symptoms of Coronavirus should obtain a test and contact the academy to inform us of the outcome.

All the guidance concerning symptoms and testing procedures can be found here:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### **Canteen Arrangements**

We have worked closely with our catering partners to make arrangements for the safe provision of food and drink for students during break and lunch times. Year Group Bubbles will be able to access a designated kiosk within their recreational area. However, please be advised that there will be a significant change to the menu available to students. All purchases will be contained in 'bags' to ensure that standards of hygiene are not compromised.

Further to this, and as is outlined later in this letter, your child's first day back in September will be used to induct the students into the new arrangements. On that first day only, the students will be on site for a limited time (approximately 2.5 hours) and food will not be available for purchase.

We will be asking every student during their induction to state whether they intend on bringing a packed lunch or making use of the canteen for the Autumn Term. This will assist our canteen staff in planning the required provision for students. Furthermore, please be advised that the water fountains and vending machines will be switched off and not available for use so students should bring their own water to the Academy.

### **Lockers**

Unfortunately, lockers will not be available for student use during the Autumn Term. We will be reviewing this following further communication from the government concerning the expectations around pupil movement in schools. However, if your child had previously made use of a locker, all items will be returned to them on their first day back in September.

Students need to make sure that they keep all their belongings with them at all times and to this end it is important that students have all their own stationary which includes glue, erasers and calculators at all times.

### **Arrangements for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> September 2020**

In order for us to provide the necessary wellbeing support and to ensure that all students are made familiar with the new arrangements for the start of the Autumn Term, we are going to hold a series of compulsory Induction Sessions for each year group as follows:

<b>Year Group</b>	<b>Induction Date</b>	<b>Time of arrival</b>	<b>Time of Departure</b>	<b>Entry/Exit location</b>
7	Wednesday 2 <sup>nd</sup> September	8:30	11:00	Fairview Gardens (next to Belfairs Swimming Pool)
8	Wednesday 2 <sup>nd</sup> September	12:00	2:30	Fairview Gardens (next to Belfairs Swimming Pool)
9	Thursday 3 <sup>rd</sup> September	8:30	11:00	Car Park Entrance
10	Thursday 3 <sup>rd</sup> September	12:00	2:30	Car Park Entrance
11	Thursday 3 <sup>rd</sup> September	8:30	11:00	Main Academy Entrance
12	Wednesday 2 <sup>nd</sup> September	8:30	11:00	Main Academy Entrance
13	Wednesday 2 <sup>nd</sup> September	12:00	2:30	Main Academy Entrance

**Friday 4<sup>th</sup> September Whole Academy Return – full academy day as normal timetable commences**

### **Risk Assessment**

Details of our full Risk Assessment will be available for parents in our next communication during the week beginning 17<sup>th</sup> August.

### **Next Steps**

In order that we are prepared for any further changes from the government, you will receive a further communication from the Academy week beginning 17<sup>th</sup> August detailing the start/finish times, tutor group, Form Tutor, Year Leader and Progress Leader details for your child. Parents of children starting in Year 7 will already have received some of this information.

I look forward to continuing to work in partnership with you as we ensure that the impact of Covid 19 doesn't detract from our core mission to provide the highest level of education and raise aspirations for all our students.

Best wishes,



**Mrs Williams**

Principal/CEO Legra Academy Trust