



2<sup>nd</sup> March 2021

Dear Parent/Carer

You will be aware the Government has asked all schools and academies to plan for students, in all Year groups, to return from Monday 8th March. We have been making arrangements for our students to return on a phased, staggered basis week commencing 8th March. These arrangements are in line with the latest guidance and I will outline details for you in this letter. I appreciate this letter is lengthy but I ask that you please read the letter in its entirety so you are aware of the full details.

Returning to school is vital for children's education and for their wellbeing. Given the UK's improved position in relation to Covid-19, especially regarding infection rates having fallen across all ages, the balance of risk is now overwhelmingly in favour of children returning to school. Attendance to the Academy will therefore be mandatory again from the day your child returns W.C. 8th March. Different Year groups are returning on different days and attendance will become mandatory from the day your child is required back in the Academy. Whilst it is not possible to ensure a totally risk-free environment, schools and academies have been asked to balance and minimise any risks from Covid-19 with providing a full educational experience and delivering a broad and balanced curriculum for children and young people. We have continued to review our health and safety risk assessments and updated our plans from 8th March onwards which incorporate the following measures:

- a requirement that people who have Covid symptoms stay at home. We ask that parents/carers inform us immediately of the results of their child's test for Covid-19.
- robust hand and respiratory hygiene.
- enhanced cleaning arrangements.
- active engagement with NHS Test and Trace.
- formal consideration of how to reduce contacts and maximise distancing between those in the Academy wherever possible and minimise potential for contamination so far as is reasonably practicable.
- asymptomatic testing of students at the Academy before their return followed by 2 more tests in the Academy and the provision of home tests for students after that.
- the requirement for students and staff to wear face coverings in class and whilst within the Academy buildings unless exempt.

In order to reduce contacts between individuals we will continue to keep groups separate (in Year group 'bubbles'). Maintaining distinct groups or 'bubbles' that do not mix reduces the risk of transmission and makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Given the decrease in the prevalence of Covid-19 and the resumption of the full range of curriculum subjects, secondary schools and academies are encouraged to organise groups so they are the size of a Year group to enable us to deliver the full range of curriculum subjects and to ensure that students can receive specialist teaching from subject teachers. Teachers and other staff will operate across different classes and Year groups in order to facilitate the delivery of the Academy timetable.

It is strong public health advice that staff in secondary schools and academies maintain distance from their students, staying at the front of the class and away from colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. However, the Government recognise this is not always possible so advise staff to minimise time spent within 1 metre of anyone. Schools have also been asked to limit the sharing of rooms and social spaces between different groups or 'bubbles'. In class, students will be sat side-by-side and facing forwards in lessons and Year group assemblies can take place. We will continue with the arrangements we had from September whereby each Year Group will be located in a defined zone for all their timetabled lessons.

### **Entering school**

Whilst all students are now expected to arrive at 8:35am, different year groups will need to continue to arrive on site at their designated entry points:

- Year 7 – Main gate into quad and up ramp past Dance Studio, into English / Science
- Year 8 – Maths Gate and straight into Maths Block
- Year 9 – Main gate into quad and across lower quad, up stairs and in to Humanities Block via H1.
- Year 10 – Door in to DT Block via High Pavement.
- Year 11 – Health Centre Car Park gate and into Languages Block.
- Sixth Form - Main entrance through main reception and upstairs to Exam Room

Please ensure your child knows which entrance they must use as they will not be admitted elsewhere. Students must time their arrival at the Academy gate carefully and must not gather in groups around the outside of the Academy. The Academy gates will be locked and students will be unable to enter the Academy site before their specified time.

### **Face coverings are now required in lessons unless exempt.**

The government recommends that face coverings should be worn by staff and students where social distancing cannot easily be maintained when moving around the premises outside of classrooms or teaching spaces, such as in corridors and communal areas. In addition, for a limited period, we expect face coverings to be worn in classrooms and other teaching spaces, unless wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons, or for those who are exempt from wearing a face covering as set out in Government guidance (badge or lanyard to be worn if exempt). Please ensure you make appropriate arrangements for your child to bring in an appropriate face covering every day, this is the responsibility of parents/carers as we cannot always provide for those not bringing them.

### **School Day Timings**

From Monday 8<sup>th</sup>, we are reorganising the school day times to remove staggered start/end, lesson and break times. We are also bringing all of the tutor time together into a single session at the start of the day. **Please note, this means all students will be expected in their registration and tutor room by 8:40am every day.**

Morning break and lunchtime will become two equal half-hour breaks, in order to maintain student bubbles and give fair access to the canteen and outdoor spaces. Each year group will be allocated to one of these break times to access the canteen and hot meals. Cold snacks will be available to all students at both breaks. We will inform students which break they may access the canteen on their return next week.

The new interim school day times are shown on the table below. Other than the changes to registration/tutor time, all lesson timetables are unaffected (e.g. if John has French period 1 Monday, this will still be the case).

**School day timings from 08/03/21 - 01/04/21**

	TT	1	2	Break 1	3	Break 2	4	5
Start:	08:40	09:00	10:00	11:00	11:30	12:30	13:00	14:00
End:	09:00	10:00	11:00	11:30	12:30	13:00	14:00	15:00
Lunch:				Y7-8		Y9-11		

**Rapid Asymptomatic Testing and Staggered return for different Year groups**

Rapid testing will continue to remain a vital part of the Government’s plan to suppress this virus, in education and childcare settings and across society. This sort of testing means that asymptomatic people who might otherwise continue to attend educational settings are identified and self-isolate as soon as possible. Asymptomatic testing of students and staff is already in place at Sutton Community Academy. The government are now asking schools and academies to put this in place for all students across the two weeks starting from 8th March as students return on a staggered basis.

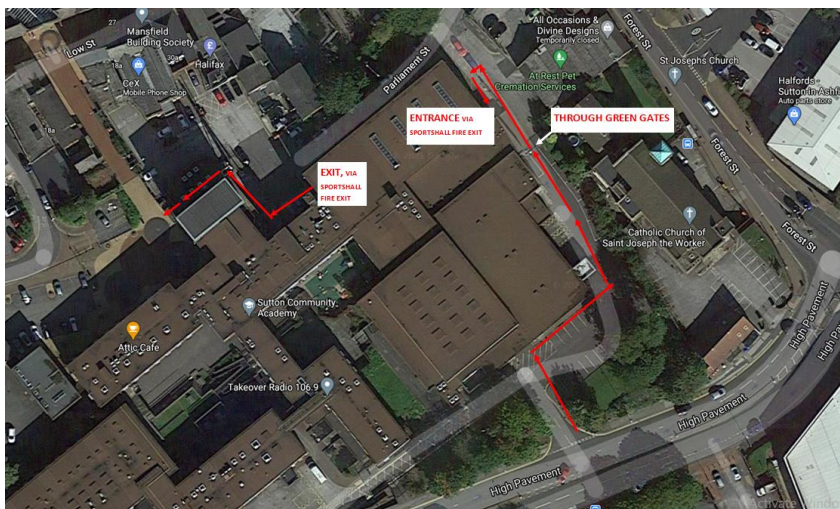
On 22nd February the government announced the further expansion of this asymptomatic testing programme which states that students must be tested once before returning to full-time education. This is then followed by two more tests in the Academy before home testing will commence. If you haven’t already done so, can you please provide consent to test by clicking the link below to fill out the consent form before your child returns to the Academy.

[Consent Form for Covid-19 Testing](#) (link on website if you are reading this on paper)

We are setting up a temporary mass-testing facility in the Academy to handle the large volume of students requiring testing. We are therefore providing all students with appointment times for their tests which they should attend once consent has been given. These are shown below:

<b>Student Name:</b>			
	<b>Test 1</b>	<b>Test 2</b>	<b>Test 3</b>
<b>Day / Date</b>	<b>Dates and times will be stated in individual letters</b>		
<b>Time</b>			

On the day of the first test, students should arrive to school 5-10 minutes prior to their appointment time and proceed directly to the Sports Hall. Students should not eat/drink 30 minutes prior to their test and are not required to wear school uniform.



After their test, they must go straight home and resume online learning. They will return to school for lessons the following day and full school uniform will be expected.

The second and third tests will take place during the school day, when students will leave lessons at their allotted time and make their way to the Sports Hall testing centre, following a one-way system which will be signposted in school, before returning to lessons once the test is complete.

The tests take approximately 10 minutes to complete – including registration.

The table below indicates our schedule for student return. Keyworker and vulnerable student provision will continue to be provided until their year group’s first day in school.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>Fri 5th Mar</b>	Remote learning	Remote learning	Remote learning	Remote learning	Test 1 and Remote learning	Remote learning	Remote learning
<b>Mon 8th Mar</b>	Remote learning	Remote learning	Remote learning	Test 1 and Remote learning	First day in school	Remote learning	Test 1 and Remote learning
<b>Tue 9th Mar</b>	Test 1 and Remote learning	Remote learning	Remote learning	First day in school	First day in school	Test 1 and Remote learning	First day in school
<b>Wed 10th Mar</b>	First day in school	Test 1 and Remote learning	Remote learning	First day in school	First day in school	First day in school	First day in school
<b>Thu 11th Mar</b>	First day in school	First day in school	Test 1 and Remote learning	First day in school	First day in school	First day in school	First day in school
<b>Fri 12th Mar</b>	First day in school	First day in school	First day in school	First day in school	First day in school	First day in school	First day in school

- Remote learning
- Test 1 and Remote learning
- First day in school
- In school

As always, we are very grateful for the continued support parents and carers provide. We really look forward to seeing our students return to full-time education at Sutton Community Academy from the 8th onwards.

Pat Butterell  
Principal

