



22<sup>nd</sup> February 2021

Dear Parents/Carers,

## Full Re-Opening Information for 8<sup>th</sup> March Onwards

I hope this letter finds you and your families well. I would like to provide you with information regarding the wider re-opening of the school following the government guidance which was made available on 22<sup>nd</sup> February. This document outlines that:

'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.'

In order for schools to open, following the latest lockdown, the Government are strongly advising that all Secondary students complete a Lateral Flow Test. Asymptomatic testing is an important tool for helping break the chains of transmission of the virus. It is advised that students need to have a negative test result before returning to school and then a further two tests that should be carried out between 3 to 5 days apart. After this date, students will be given two tests to complete at home. Instructions home testing will be included with testing packs.

In order to facilitate the large number of students that need to be tested, we will have a phased return to school for our students. On Monday, 8<sup>th</sup> March and Tuesday, 9<sup>th</sup> March, all students whose parents gave consent by the previously communicated deadline, will be invited into school at their allocated time slot for a Lateral Flow Test and then will need to go straight home following this and continue to work from home. **Students whose parents did not provide consent by the deadline Friday 26<sup>th</sup> February, will not be able to access the tests during these two days.** All remote work for completion at home during this time will be set through Microsoft Teams and will be either through assignments or pre-recording streamed lessons.

### Testing and Important Dates

**All students will return to school on Wednesday, 10<sup>th</sup> March.**

**We would ask all laptops that have been loaned out during this lockdown period are returned to school with your child on the 10<sup>th</sup> March.**

The information below outlines the allocated testing slots for each year by form group. The same appointment slot will be used for tests 2 and 3 and these will be completed during the school day and students will be excused from lessons. It is important that all students keep to their allocated testing slots to ensure accurate records can be maintained and that we ensure the safety of all involved.

We Seek the Best





Week 2 Timetable	Testing Arrangements	Student Teaching + Learning Plan																																										
<p style="text-align: center;"><b>Monday 8<sup>th</sup> March</b></p> <p style="text-align: center; color: green;">Students should arrive into school at allocated time and return home after completion of test.</p> <p style="text-align: center; color: green;"><b>FULL SCHOOL UNIFORM IS NOT REQUIRED</b></p>	<p style="text-align: center;"><b>Test 1</b> <u>Year 10</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Time</th> <th style="width: 50%;">Form Group</th> </tr> </thead> <tbody> <tr><td>9.00 – 9.15am</td><td>10CJO</td></tr> <tr><td>9.15 – 9.30am</td><td>10DOL</td></tr> <tr><td>9.30 – 9.45am</td><td>10SRL</td></tr> <tr><td>9.45 – 10.00am</td><td>10JQU</td></tr> <tr><td>10.00 – 10.15am</td><td>10JMA</td></tr> <tr><td>10.15 – 10.30am</td><td>10LON</td></tr> <tr><td>10.30 – 10.45am</td><td>10NMC</td></tr> <tr><td>10.45 – 11.00am</td><td>10PRY</td></tr> </tbody> </table> <p style="text-align: center;"><u>Year 11</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Time</th> <th style="width: 50%;">Form Group</th> </tr> </thead> <tbody> <tr><td>11.15 – 11.30am</td><td>11CCO</td></tr> <tr><td>11.30 – 11.45am</td><td>11KDA / HSA</td></tr> <tr><td>11.45 – 12.00pm</td><td>11KHE</td></tr> <tr><td>12.00 – 12.15pm</td><td>11KWI</td></tr> <tr><td>12.45 – 1.00pm</td><td>11RAE</td></tr> <tr><td>1.00 – 1.15pm</td><td>11RDO</td></tr> <tr><td>1.15 – 1.30pm</td><td>11SOW</td></tr> </tbody> </table> <p style="text-align: center;"><u>Half of Year 9</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Time</th> <th style="width: 50%;">Form Group</th> </tr> </thead> <tbody> <tr><td>2.45 – 2.05pm</td><td>9JNC and 9HRE</td></tr> <tr><td>2.05 – 2.25pm</td><td>9AGL and 9JCA</td></tr> <tr><td>2.25 – 2.45pm</td><td>9AGN</td></tr> </tbody> </table>	Time	Form Group	9.00 – 9.15am	10CJO	9.15 – 9.30am	10DOL	9.30 – 9.45am	10SRL	9.45 – 10.00am	10JQU	10.00 – 10.15am	10JMA	10.15 – 10.30am	10LON	10.30 – 10.45am	10NMC	10.45 – 11.00am	10PRY	Time	Form Group	11.15 – 11.30am	11CCO	11.30 – 11.45am	11KDA / HSA	11.45 – 12.00pm	11KHE	12.00 – 12.15pm	11KWI	12.45 – 1.00pm	11RAE	1.00 – 1.15pm	11RDO	1.15 – 1.30pm	11SOW	Time	Form Group	2.45 – 2.05pm	9JNC and 9HRE	2.05 – 2.25pm	9AGL and 9JCA	2.25 – 2.45pm	9AGN	<p style="text-align: center;">Key Worker bubbles in school</p> <p style="text-align: center;">Year 7-11 Assignments / Streamed lessons remotely from Home</p>
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<u>Year 7</u>		
	<u>Time</u>	<u>Form Group</u>
	11.15 – 11.27am	7CKN
	11.27 – 11.39am	7CSA
	11.39 – 11.51am	7EBB
	11.51 – 12.03pm	7HHA
	12.03 – 12.15pm	7JCR / RAD
	12.45 – 12.57pm	7LTR
	12.57 – 1.09pm	7MWL / KCL
	1.09 – 1.21pm	7NHI
	1.21 – 1.33pm	7NST
	1.33 – 1.45pm	7SSC
<u>Other half of year 9</u>		
	<u>Time</u>	<u>Form Group</u>
	1.45 – 2.00pm	9JKL
	2.00 – 2.15pm	9STA
	2.15 – 2.30pm	9JKE
	2.30 – 2.45pm	9RKE
<p><b>Wednesday</b> <b>10<sup>th</sup> March</b></p> <p><b>ALL YEAR GROUPS RETURN TO SCHOOL FULLY EQUIPPED AND IN SCHOOL UNIFORM</b></p> <p><b>WEEK 2 TIMETABLE</b></p>		<p>All Year groups in Extended registration lesson 1+2 Assembly Standards and Expectation Well – Being</p> <p>Remote Learning for self-isolating students</p>
<p><b>Thursday</b> <b>11<sup>th</sup> March</b></p> <p><b>Students will leave lessons according to form group testing slot and then return to lesson</b></p>	<p>Test 2 Year 10 – Lesson 1 and 2 Year 11 Lesson 3 and 4 Half of Year 9 – Lesson 5</p> <p>Allocated time slot same as test 1</p>	<p>Years 7-11 Normal lessons</p> <p>Remote Learning for self-isolating students</p>
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Week 2 Timetable	Testing	Attending School
<b>Monday – Friday</b> <b>22<sup>nd</sup> – 26<sup>th</sup> March</b>	Home Test x2	All Year groups following timetables Remote Learning for self-isolating students

Week 1 Timetable	Testing	Attending School
<b>Monday</b> <b>15<sup>th</sup> March</b> Students will leave lessons according to form group testing slot and then return to lesson and leave school with home testing kits	<b>Test 3</b> Year 10 – Lesson 1 and 2 Year 11 Lesson 3 and 4 Half of Year 9 – Lesson 5	All staff and students following timetables  Remote Learning for self-isolating students
<b>Tuesday</b> <b>16<sup>th</sup> March</b> Students will leave lessons according to form group testing slot and then return to lesson and leave school with home testing kits	<b>Test 3</b> Year 8 – Lesson 1 and 2 Year 7 – Lesson 3 and 4 Other half of year 9 – Lesson 5	
<b>Wednesday</b> <b>17<sup>th</sup> March</b>		
<b>Thursday</b> <b>18<sup>th</sup> March</b>	Home Test x1	
<b>Friday</b> <b>19<sup>th</sup> March</b>		

The year group bubbles and staggered timings of the start and finish of the day, breaks and dinners will continue to be in place until further notice. Please refer to the table below.

### The School Day

Year Group	Start Time	Entrance	Break	Staircase	Lunch	Finish Time	Exit Point
7	8.35am	Sports Hall	10am – Atrium/Canteen	External (by Frontcourt yard)	12.15pm - Atrium/Canteen	2.40pm	External (by Frontcourt yard)
8	8.45am	External (by Frontcourt yard)	10.30am- Atrium	External (by Frontcourt yard)	12.45pm - Atrium/Canteen	2.45pm	Front Courtyard
9	8.45am	Atrium	11am – Sports Hall	Main staircase	13.15 - Sports Hall	2.45pm	Atrium
10	9am	Atrium	11am – Atrium/Canteen	Canteen	13.15 - Atrium/Canteen	2.50pm	Atrium
11	9am	Sports Hall	10am – Sports Hall	LRC	12.15pm - Sports Hall	2.50pm	Atrium

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## **School Attendance**

School attendance is mandatory. This means from March, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

## **Students who are shielding or self-isolating**

The majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- clinically extremely vulnerable students are not expected to attend school and will continue to access lessons remotely. Please contact school **by Friday 5th March if this applies to your child**. School will also need a copy of the letter sent out by Public Health.
- shielding advice for all adults and children will pause on 31<sup>st</sup> March, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

## **Public health advice to minimise coronavirus (COVID-19) risks**

The full opening guidance suggest how contact is reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Therefore, we will continue to stagger the start and finish times for certain Year Groups, added more break and lunch times, arranged classrooms as above and will implement measures to reduce the chance of transmission as far as is reasonably practical.

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## **Protocol for the use of face masks – Secondary Setting**

In order to minimise the risk of transmission, the Government are advising that all Secondary aged students wear a face covering in school on corridors and in lessons. Students are not expected to wear face coverings when eating or drinking in the canteen and when outside. Students should bring their own face covering with them to school every day. It is advised that students bring spare face coverings in case these get wet or soiled. If your child is exempt from wearing a face covering please can you contact the Pastoral team in school or email Admin@halewoodacademy.co.uk to discuss this matter further.

The school will continue to monitor the relevant official guidance on this matter and will keep you updated when any changes to this protocol are made.

**IMPORTANT - It is the responsibility of the member of staff and student to bring a face mask onto site which is PLAIN in design/colour.**

Only washable or disposable face masks will be allowed. We would recommend that washable reusable face masks are used.

The school will maintain a stock of face masks and relevant PPE in school for use where these are required for staff; the school will provide details on this in relation to their setting. The school always expects all its behaviour protocols to be followed by all students.

### **Wearing and disposal of a facemask**

Avoid touching your eyes, nose, or mouth always and store used, re-useable face coverings in a plastic bag until you have an opportunity to wash them. Avoid touching the facemask or the part of the face covering that has been in contact with your mouth and nose.

Used facemasks must be kept in a separate sealable bag so this does not risk cross contamination with your clean mask and disposed of at home there will be a small option for a suitable lidded receptacle in school in the event of an emergency. Where possible to continue to use hand sanitiser or wash your hands before and after using your mask.

## **Drop off / Pick Up, Use of the Car Park & Public Transport**

As you can see from the timings of the day, we have continued stagger these to ensure we do not have lots of people arriving at similar time. We are asking all parents and carers that 'drop off' and 'pick up' to remain **INSIDE** your car. Staff members will be outside the building to meet your child(ren). **Ideally only one parent/carer should 'drop off' and 'pick up'.**

If students are using public transport, please ensure you and your child are fully aware of the guidance for the use of local buses. The recommendations on transport to and from school allude to reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school). Face masks must be worn.

### **Siblings**

If you have children in different Year Groups expected to attend but have different start and finish times, please can you drop them off for the earlier start time and the older sibling can go to their classroom/area.

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In terms of picking up you can access the car park however, please stay in your car. If meeting your child/children on the school path, please stay away from congregating outside the reception area/exits- please adhere to social distancing guidance. Siblings that pick up younger brothers and sisters will need to make such arrangements with yourselves.

**It is imperative students arrive at their allocated time. This will ensure the safety of everyone and reduce the chance of transmission of the disease.**

### **Uniform & Mobile Phones**

Students **WILL** be expected to wear full school uniform and be fully equipped for their learning. In addition to their face mask, we would appreciate your support in ensuring that they have:

Black/green and blue pens  
Pencil  
Ruler  
Rubber  
Pencil Case  
School bag

Mobile Phones, should they be brought into school, will not be allowed to be used in the Academy building. If your son/daughter needs to contact you, this will be done via a member of staff when appropriate to do so. **If found using a mobile phone, this will be confiscated, placed in a sealed envelope and a parent will be expected to pick it up at the end of the day. As we are trying to minimise the risk for students, staff and parents; please speak to your son/daughter regarding the risk of using a mobile phone on site.**

### **Contact/non-contact time**

Students will continue to work in their classes and have break/lunch together in their year group.

This means that students will get their full curriculum entitlement in their current classes / sets and teachers will move around the building to them. Specialist rooms in Science, DT, Art etc. will continue to be used but these have been carefully timetabled to ensure cleaning can take place and year group bubbles are not mixing.

Each year group will have access to a designated toilet to ensure we reduce the risk of infection and these will continue to be unisex.

### **Learning & Curriculum**

I know you appreciate; this period has been a very complex and challenging situation for all concerned. However, it is imperative we get students back into learning routines and engaged in a full curriculum offer. We will continue to work with our students in reducing any gaps they might have and we will share with you 'catch up' plans once March-onwards plans are finalised.

### **Essential Measures**

Below is a list of essential measures we will adhere to reduce the risk of transmission;

- a requirement that people who are ill stay at home – please ensure your child does not attend if they are showing any of the symptoms.
- robust hand and respiratory hygiene – this will be encouraged regularly as it is now and we will increase the signage as a reminder to take these steps.

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- enhanced cleaning arrangements – this has been carefully considered and staggering breaks, lunches and the use of specialist rooms will allow for this.
- active engagement with NHS Test and Trace – we will engage fully in advice and guidance from Public Health and the NHS Test and Trace team.
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable – the steps I have mentioned will reduce the risk of transmission.
- our own testing centre for both staff and students – **CONSENT IS ESSENTIAL.**

## **Lunch, Break Time & Food and Drink**

Free School Meals will be available to those entitled to them. Those families that usually pay will ideally pay online (PARENTPAY). Pupils will be expected to use the provided hand sanitiser before using ANY machines.

You may wish to send your child(ren) with their own packed lunch. Please advise them that this should not be shared with anyone. It is also advisable that children bring in their own drinks bottle. Please be reminded that fizzy or energy drinks are not allowed and will be confiscated.

## **Support for students with SEND**

We will work with families and students to provide the best possible support for students with SEND and make reasonable adjustment as necessary to ensure the safety of students and staff. Should any parents and carers wish to discuss this in detail please contact either Miss Carson or Miss Henry.

## **Cleaning Considerations & Movement around the site**

We have worked very closely with our maintenance provider to ensure regular cleaning has and will take place as it has done during lockdown. We will ensure there is enough tissues, hand sanitiser, disinfectant and paper towels and bins in every classroom to keep everyone safe.

Where appropriate to do so, the internal doors on the home bases maybe 'wedged open' to ensure staff and students do not need to touch door handles and this will also allow for us to put in place a system of movement around the building.

## **Behaviour**

There are amendments and an addendum to the current Behaviour for Learning Policy, which can be found on our website. We expect our behavioural pathways system to be adhered to; where we expect students to be respectful, demonstrate excellence, and be safe. Nevermore have these principles been more important. It is critical students co-operate with staff and follow instructions for the safety and well-being of everyone. Any behaviour that might put others in danger will not be tolerated and appropriate sanctions put in place.

## **First Aid & Medication**

Students that require first aid will still be able to access this and additional PPE will be provided to the designated first aiders. Students that need medication will still be able to collect this from student services.

**Please do not send your child(ren) into school if they feel unwell, are showing any one of the Covid-19 symptoms or require any general first aid.**





## **Pastoral Support for Well-Being and Mental Health**

We are very aware that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'returning to normal' is important and will be reassuring for many, we will consider how to support students back into school.

We know some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Therefore, we will provide opportunities for children to talk about their experiences of the past few weeks. Opportunities for conversations with adults, some refocused lessons on relevant topics, for example, mental wellbeing or staying safe, pastoral activities, such as positive opportunities to renew and develop friendships and peer groups and other enriching developmental activities.

## **Home & Remote Learning Plans**

Home learning and Remote Learning plans will still be in place for students unable to attend school but MAY NOT be live lessons. It will also be provided should there be another 'local/national lockdown' and we have plans for how this will be communicated should such an event occur.

## **Visitors and Guidance on accessing the school Reception Desk**

We will carefully ensure that only essential meetings take place on-site and where possible all correspondence should be via telephone, e-mail or letter. If you would like to meet with a member of staff, this will need to be via a prearranged meeting.

**Please do not just turn up as you may be turned away.**

When a meeting has been prearranged, only one person at a time will be allowed into the main office and signage will ensure this is clear to visitors. We have a duty to protect our staff and I appreciate your co-operation in this matter. There will clear markings on where to queue to access the office if this is necessary

As always, we will continue to use our social media and website to communicate any updates with you. These are listed below.

**Website: [Halewoodacademy.co.uk](http://Halewoodacademy.co.uk)**

**Twitter: [@HalewoodAcademy](https://twitter.com/HalewoodAcademy)**

**Instagram: [Halewood\\_academy](https://www.instagram.com/Halewood_academy)**

**Facebook: [Halewood Academy](https://www.facebook.com/HalewoodAcademy)**

I hope this letter has served as a clear indication of what we will endeavour to put in place as control measures to minimise risks but this will not mean that risks can be removed altogether

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation.

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Yours faithfully,

Ms Gallagher

Interim Principal

### **Useful Links**

**Safer Travel Guidance for Passengers:** <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**What parents and carers 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-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

**Guidance for full opening of schools:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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