

1 March 2021

Dear Parent/Carer

RE: RETURN TO SCHOOL

Following the announcement last week from the Prime Minister, I am writing to outline the return to school process for your child, along with the measures Smith's Wood Academy will be taking to minimize the risk of the virus. The staff at Smith's Wood are very much looking forward to welcoming our students back and will make sure they are supported as they settle back into their educational routines. Please accept my thanks for your unwavering support of both the Academy and your child during the period of remote education. We have been proud of the commitment and resilience demonstrated by our students.

Guidance

The government guidance maintains the basic principles that should be adhered to:

- Robust hand and respiratory hygiene, including hand washing and sanitizing hands regularly, and 'catch it, bin it, kill it' routine for coughs and sneezes (please ensure your child has a tissue when they come to school. Sanitizer will be located around the site, but you may also send your child with a small bottle if you wish to).
- Enhanced cleaning procedures. These have been put in place with our usual cleaning contractors.
- Staff maintaining social distancing from students, except in exceptional circumstances, for example, where first aid is required.
- Tables in classrooms facing forward where they are unfixed and students sitting side by side, not facing each other.
- No mixing of students from different year groups. Year group bubbles will be maintained.
- Lessons in bubbles wherever possible in order to minimize mixing.
- Staggering arrival and departure from school.

In addition, the guidance now includes details about face coverings and lateral flow testing in schools.

Face coverings

Government guidance now states that students and staff in secondary schools should wear face coverings in all indoor spaces. This includes the classroom. As such, it will be an expectation that students wear face coverings with the exception of when they are outside the school building. The face covering should fit securely over the mouth and nose. Please ensure that your child attends school with a clean face covering each day and remind your child of good practice for using a face covering. Students should also carry with them a spare face covering.

If your child consistently chooses not to wear their face covering this may lead to a detention or a parental meeting being arranged in school.

Children must be instructed not to touch the front of their face covering during use or when removing it. They must dispose of temporary face coverings in a 'black bag', waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

If your child is using a reusable face covering, please ensure that they also have a resealable plastic bag with them to ensure safe storage.

Students that are exempt from wearing a face covering have been issued with an exemption card previously and / or will have a lanyard to indicate that they are exempt. If you believe your child is medically exempt and needs to be issued with an exemption card, please contact your child's year team with details of the exemption.

Return to school arrangements and Covid Testing

Thank you to those parents that have completed the consent form for testing.

In order to accommodate testing of such a large cohort of students, Smith's Wood intends to stagger the return to school. Please see the table at the end of this letter for arrangements for each year group.

Start and end of the school day

The start and end of day arrangements remain as they did prior to the Christmas break.

YEAR GROUP	START TIME	END TIME	ENTRANCE/EXIT GATE
Year 7	8:25 – 8:35	2:40	Key stage 3
Year 8	8:25 – 8:35	2:40	Service road
Year 9	8:40 – 8:50	2:50	Key stage 3
Year 10	8:25 – 8:35	2:40	Key stage 4
Year 11	8:40 – 8:50	2:50	Key stage 4

Attendance

The government guidance states that 'School attendance will be mandatory for all pupils from 8 March'. The usual rules on school attendance apply, including parents' duty to secure their child's regular attendance at school. The Academy's usual attendance processes will resume, including legal intervention when required. Smith's Wood are committed to ensuring our students are not detrimentally impacted by the period of remote learning, but it is essential that attendance is excellent in order to enable staff to work with students.

Mass gatherings

Please be advised that no face to face assemblies or mass gatherings will take place until further notice. This may affect events such as Parents' Evenings and you will be informed of arrangements in advance of the calendared date.

Uniform & equipment

Students should wear full school uniform as normal to school, including their blazer. The normal school policy will apply if your child's uniform does not meet our policy. Please ensure that student uniform is checked in plenty of time for the return to school to ensure students meet the uniform expectations. Any hair colours, nails or piercings that have been worn during lock down but are non-complaint should be resolved prior to Monday, 8 March. I have attached the uniform overview for your reference and thank you for ensuring your child attends school wearing their Smith's Wood uniform with pride when they return. If you have a specific issue with uniform please inform your child's Excellence Leader by email before your child returns.

Loaning of equipment will continue to remain to be discouraged. Students should come fully equipped for lessons. Each student must be equipped with a pencil case, including, as a minimum; writing pen (plus a spare), pencil (plus a spare), ruler, pencil sharpener, rubber and calculator and their standards and ethos card.

Coronavirus Symptoms

Students, staff and other adults must not come onto the school site if they are displaying the symptoms of coronavirus, or have tested positive in the last 7 days. The full list of symptoms can be found at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>.

Students displaying symptoms of the virus will be removed to a well-ventilated room and named adults contacted to collect them. Please be aware that staff attending to students displaying symptoms will wear appropriate PPE. If you are called because your child is unwell, please collect your child as soon as possible. Any child displaying symptoms should be tested as soon as possible and if the test is negative return to school. If the test is positive, the school must be advised and self-isolation guidance must be followed. This test must be booked by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test> as lateral flow testing is for asymptomatic testing only.

Face coverings that are washable should be placed in a plastic bag and stored by the student until they get home. Students using washable face coverings should bring plastic bags with them for storage.

Please be reminded that all arrangements are subject to change, dependent on government advice and guidance. The Academy will review and evaluate procedures continually and change processes as appropriate/necessary.

Whilst the school year will still be different to a usual one, we are very much looking

forward to starting afresh, and look forward to seeing our students in class working hard again!

Yours sincerely



Mrs Katy Craig
Head of Academy

Return to school arrangements from Monday 8th March

	1 st Covid 19 test (for students with returned consent forms only)	Return to the Academy for normal lessons
Year 7	Monday 8th March <u>STUDENTS ENTER & EXIT BY TOP DOOR</u> Tutor groups A, B & C – 08:45 arrival Tutor groups E & F– 10:00 arrival Tutor groups G & H – 11:00 arrival <u>ALL STUDENTS GO HOME AFTER TEST</u>	Tuesday 9th March Remote lessons will continue up to this point
Year 8	Tuesday 9th March <u>STUDENTS ENTER & EXIT BY TOP DOOR</u> Tutor groups B, C & D – 08:45 arrival Tutor groups E & F– 10:00 arrival Tutor groups G & H – 11:00 arrival <u>ALL STUDENTS GO HOME AFTER TEST</u>	Wednesday 10th March Remote lessons will continue up to this point
Year 9	Wednesday 10th March <u>STUDENTS ENTER & EXIT BY TOP DOOR</u> Tutor groups A, B & C – 09:00 arrival Tutor groups D, E & F– 10:30 arrival Tutor groups G & H – 12:00 arrival <u>ALL STUDENTS GO HOME AFTER TEST</u>	Thursday 11th March Remote lessons will continue up to this point
Year 10	Friday 5th March <u>STUDENTS ENTER & EXIT BY BOTTOM DOOR</u> Tutor groups A, B & C – 09:00 arrival Tutor groups D, E & F– 10:30 arrival Tutor groups G & H – 12:00 arrival <u>ALL STUDENTS GO HOME AFTER TEST</u>	Monday 8th March Remote lessons will continue up to this point
Year 11	Thursday 4th March <u>STUDENTS ENTER & EXIT BY BOTTOM DOOR</u> Tutor groups A, B & C – 12:00 arrival Tutor groups D, E & F– 13:00 arrival Tutor groups G & H – 14:00 arrival <u>ALL STUDENTS GO HOME AFTER TEST</u>	Monday 8th March Remote lessons will continue up to this point