



Leventhorpe
a business and enterprise academy

15 July 2020

Dear Parent/Carer,

I wrote to you after the plans for the return for schools were announced on 2nd July. We have been working through the guidance and liaising with Governors and Staff to consult on our plans. This document outlines some key changes for September that you need to be aware of at this stage.

Our core principles are as follows:

- To continue to deliver our curriculum through five one-hour lessons per day
- To follow guidance to mitigate risks of Covid-19 transfer in the school environment
- To support students and staff in their well-being and to provide appropriate support

Structure of the Day

In order to minimise the number of times students are moving around the school we have changed the structure of the day. Staggering breaks and lunch will reduce the number of students not in lessons at any one time. The lunch break will be 30 minutes rather than 55 minutes. This is to give students enough time to eat, but we need to minimise risks and keep students within their year group bubbles. We have also removed morning registration to reduce the number of student movements in the school day. This saves us a further 5 minutes. The main school day will therefore be shorter and students will leave the site from 3.00pm.

At break or lunch, year groups will have an area to go to for food. The expectation is that they will stay in that area during the break. Each catering outlet will offer a similar food menu which will be a reduced offer while we are operating with year group bubbles. If the weather is poor outside we will identify rooms or spaces students can use at break and lunch. Assemblies will be delivered via screens in form rooms at form time in tutor groups.

At the end of the day we will extend the last lesson by five minutes for students in Years 10 to 13. This will create a stagger as students leave the site. We will also allow students to leave by front reception and the side gate to spread the volume of students. Years 7 to 9 will leave the site at 3.00pm, Years 10 to 13 will leave at 3.05pm.

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At the end of the day there is time for clubs to be scheduled. This is because lunch activities will not be able to take place with the shorter lunch. We will also organise workshops for invited students to assist with their progress in specific lessons or issues related to well-being and general engagement. Charter transport is scheduled to leave the site at around 3.10pm, so students taking part in clubs or workshops will have to arrange transport if needed.

Clubs and workshops will start to be scheduled as the term gets underway.

September 2020 School Day

Year	8.45-9.45	9.45-10.45	10.45-11.30	11.30-12.30	12.30-1.00	1.00-1.30	1.30-2.00	2.00-3.00	3.05-3.45
7	Period 1	Period 2	Break then Form time	Period 3	Lunch	Period 4	Period 4	Period 5	Clubs/Workshops
8	Period 1	Period 2	Form time then Break	Period 3	Period 4	Period 4	Lunch	Period 5	Clubs/Workshops
9	Period 1	Period 2	Break then Form time	Period 3	Lunch	Period 4	Period 4	Period 5	Clubs/Workshops
10	Period 1	Period 2	Form time then Break	Period 3	Period 4	Period 4	Lunch	Period 5	Clubs/Workshops
11	Period 1	Period 2	Form time then Break	Period 3	Period 4	Period 4	Lunch	Period 5	Clubs/Workshops
12	Period 1	Period 2	Break then Form time	Period 3	Lunch	Period 4	Period 4	Period 5	Clubs/Workshops
13	Period 1	Period 2	Form time then Break	Period 3	Period 4	Period 4	Lunch	Period 5	Clubs/Workshops

Break 20 mins
Form time 25 minutes

Lunch =30
mins

Period 5 extended to 3.05 for
Years 10-13

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Travel to and from School

Students should arrive at school for an 8.45am start. There is no change to this. Students tend to arrive in a steady flow and we do not see a need to stagger the start times for different year groups. Students should not be dropped off before 8.00am.

Students using public transport or charter transport should wear face coverings and should stay with others in their year group as they travel in.

On arrival to school students need to use the sanitiser stations and then go to either their Period 1 classroom or a designated year group area (details will be given to students at the start of term).

At the end of day, charter buses will leave the site at around 3.10pm. Students using buses will need to sit in year groups and wear face coverings. We are confirming new timings with charter bus companies. If they cannot adapt their schedule we will allow students to stay on-site until the buses are ready.

Lessons

Students will still have five one-hour lessons per day and we will still operate a two-week timetable of 50 lessons per fortnight. In classrooms we can move back to our normal capacity with up to 30 students in a class. Students will not be able to move around classrooms and this will restrict activities like working in groups. Teachers will generally stay at the front of the class, but will be able to circulate and spend short periods of time with individual students.

There are specific subjects where we will need to adapt our procedures and our curriculum to reflect the guidance. We are reviewing these areas with subject leaders, who will give specific information to students at the start of term. We are looking at equipment and how sharing resources can be managed and we will pass on any specific information relating to our expectations of what students should bring to school at the start of term.

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Extra-Curricular Activities and Trips

We will need to run clubs and other extra-curricular activities within year group bubbles. We will plan a programme and share this with students and encourage them to participate. The range of activities will change as the guidance changes. At this stage there will be no external PE fixtures, but when these can resume, we would want to offer our students these opportunities.

Trips have always been an important part of the school experience. These are often organised through third party companies and we have a number of trips that have been planned to run next year. The school isn't funded to run trips and we need to manage situations to minimise financial liabilities. Insurance policies will only pay out if trips do not run because they are cancelled due to travel advice from governments. We are taking a wait and see approach on trips for next year, but would hope to resume our offer when it is possible to do so. Day trips within the UK should be possible from September. At present residential or overseas trips cannot run.

Behaviour

We will need to spend time explaining our expectations regarding movement, social distancing and hygiene routines with students when they return. Our expectations of our students will remain high in terms of their conduct and behaviour around site and when travelling to and from school. We will resume our usual methods of recording positive and negative behaviour and our usual systems of rewards and sanctions. Students will be able to mix within their year group, but they should maintain social distancing with students in other years. We will ensure that staff and students are clear about any new expectations and potential sanctions. For example, if students are having physical contact with students from other year groups, this is not acceptable and we would give a verbal warning in the first instance. If the student continued to do this, we would use our usual range of sanctions and this could result in being isolated at breaks and lunch if behaviour didn't change.

We will need to adapt our detention systems at break, lunchtime and afterschool to ensure we can keep students in different years separate. We will communicate details to students at the start of term.

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Catering

We will not be offering a breakfast provision from September. At break and lunch there will be a standard offer in all of our catering outlets. We will have an additional external catering unit outside the new block called the 'Hub'. The sixth form will have their own catering unit in the new sixth form facilities at the back of the site. In addition, we have the Double Decker Diner, The Cube and the Dining Room. At break or lunch each year group will go to a specific area and stay in that area to get food and to mix with their year group. Students will not be allowed to wander to other areas around the site unless they have a reason, e.g. to go to Student Services. Queues in each area will be managed and these should be quicker as we only have one-year group in each location. We will monitor and revise plans for breaks and lunch as we start the term to deal with any issues that arise.

Uniform

Students in Years 8 to 13 should resume normal uniform. We have given Year 7 some leeway with some aspects of the uniform during September. Students should make sure that when they return hairstyles are natural colours. Students are only allowed one stud earring in the lower lobe and no other jewellery; make-up should be discrete. Students are not allowed to have false eyelashes or nails. Please ensure students are complying with our expectations when they return in September. In terms of equipment for school, please make sure that students have the right equipment as specified on the website as this will reduce the need for lending and cleaning pens, calculators etc.

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Hygiene Routines

We are making sure that contact points are managed, for example by keeping doors open where possible. We will have routines in place for general cleaning and cleaning shared equipment between lessons where this is necessary. We will introduce one-way systems around the school where this will improve the flow of students. We will ensure classrooms are ventilated in line with guidance.

Students will also need to follow Covid-19 hygiene guidance. This will involve using sanitiser stations when required to do so, for example when they arrive on site. They will need to wash hands when visiting toilets and follow the 'catch it, bin it, kill it' advice. We need a common-sense approach that everyone complies with to help the school community feel safe. Advice relating to face coverings in shops has recently changed. We will monitor the guidance for schools and inform you of our expectations regarding face coverings being worn by students and staff during the school day at the end of the summer break.

Covid -19 Cases

We will follow guidance from the Department for Education and Public Health England in managing any suspected cases of Covid -19. If your child has symptoms you should keep them at home and inform us. Follow the 'stay at home' guidance:-

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

You should seek a test and then inform us of the outcome and follow the self-isolation guidance. If the test is negative then the student should return to school as long as they are well enough to do so.

If a student is presenting with symptoms in the classroom, we will remove them and take them to a separate Covid-19 triage area. They will be assessed and returned to classes or isolated until they can be collected. Parents should then follow the 'stay at home' guidance.

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If we become aware of a positive case in a specific year group, we will contact students that have been in close contact and ask them to be monitored for symptoms following 'track and trace' guidance. We will be in touch with Public Health England and the Local Health Protection Team and we will follow their guidance on communications with other students and parents and any further actions. Any decision to close the school to a specific year group or groups will be taken alongside guidance from Public Health England.

General

We will be minimising visitors to the site. As a general rule parents are not permitted in the school buildings including reception unless they have made an appointment. Parents should contact via phone or e-mail to make appointments.

We will not run our usual Open Evening for Year 6 pupils and parents at the end of September. We will post online resources and packs of information and videos to cover content.

Parents consultations are not due to start until after October half term. We will decide closer to the time as to whether these will take place in person or via Teams.

The following link contains information for parents from the Department for Education

<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>

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I am aware that this is a lot to take in and I encourage you to not worry too much. We are having to make adaptations to return all students to the site and to work within the national guidance. The key things to note are that we start at the same time, but we finish school earlier at 3.00pm or 3.05pm. We will send an update just before we come back at the end of August with any changes and key reminders.

The fact that we are returning to school is a huge relief. It might sound complicated, but I am confident that staff and students will adapt to the changes outlined above in a positive manner. Thank you all for your patience during this period of lockdown. Enjoy the summer and we are looking forward to having everyone back in September.

Malcolm White

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