



Leventhorpe
a business and enterprise academy

26 August 2020

Dear Parents and Carers,

We hope this communication finds you well and you and your family have enjoyed a restful summer break. As promised in July you will find information below that should hopefully satisfy any questions you may have regarding the start of the new academic year.

We fully appreciate you may have other questions regarding the start of the new term. Please direct these questions to Mr Francis at apf@leventhorpe.net who will aim to respond before the beginning of term.

As a school we have worked very hard during the summer to ensure that the site and site protocols are in place to maximise the safety of staff and students.

We understand that the return of students to school has a high profile in the media and that parents and students may be anxious. We will keep issues under constant review and will communicate any additional measures to you via the school newsletter and e-mail. I hope you share our view that the return of all students to school is a very positive step and as a staff we are delighted to see the return of face to face teaching.

Kind regards,

Malcolm White

Wednesday 2nd September 2020 – Year 7 and 12 only

Students should arrive at school between 8:00-8:45am where they will be greeted by members of the Senior Leadership Team and Heads of Year. Students will be directed to their form room where the form tutor will be waiting to greet them. During this day they will undertake a number of activities to ensure they feel comfortable and confident. Students are not required to bring any specific equipment for this day apart from their pencil case. Ties and badges can be collected or purchased by Year 7 on this day, if needed.

Thursday 3rd September 2020 – All students

Students should arrive between 8:00am – 8:45am where they will be greeted by members of the Senior Leadership Team. Students will be sent to their form rooms and spend the first two lessons with their tutors going through the expectations of the school, watching the new site video, getting planners and looking at new timetables. There will also be a question and answer session for students to ask questions they may have about how school will work. After break students will start lessons as normal.



School Day Structure

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 5	Clubs Workshops
8	Period 1	Period 2	Form time then Break	Period 3	Period 4		Lunch	Period 5	Clubs Workshops
9	Period 1	Period 2	Break then Form time	Period 3	Lunch	Period 4		Period 5	Clubs Workshops
10	Period 1	Period 2	Form time then Break	Period 3	Period 4		Lunch	Period 5	Clubs Workshops
11	Period 1	Period 2	Form time then Break	Period 3	Period 4		Lunch	Period 5	Clubs Workshops
12	Period 1	Period 2	Break then Form time	Period 3	Lunch	Period 4		Period 5	Clubs Workshops
13	Period 1	Period 2	Form time then Break	Period 3	Period 4		Lunch	Period 5	Clubs Workshops
			Break 20 mins Form time 25 minutes		Lunch 30 mins		Lunch 30 mins	Period 5 extended to 3.05 for Years 10-13	Start date TBC

Friday 4th September – School Photographs

Photographers will be in on Friday 4th September to take individual pictures of students. Please ensure students are in full uniform and looking smart. If they have PE on this day they should still be in normal uniform (see below).

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 their Period 1 classroom.

At the end of day, charter buses will leave the site at around 3.15pm. 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.



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Attendance

In line with government guidelines we are expecting all students to return to school in September. Should you have specific concerns surrounding health conditions of your child or family, please email your child's Head of Year and Mr Francis. They will respond to you directly.

Sixth Form Attendance

Sixth Form students will not be able to register using fingerprint in the main reception, they will be signed in by a member of the reception team. Sixth Form students will be unable to leave the school site during the school day.

Uniform

Students are required to wear full school uniform to school from the start of term. Year 7 students can choose to wear their blazer or not as advised in July. Full uniform for Year 7 will come into place at the start of October.

PE

In order to allow PE to happen in September following Government guidelines, students will attend school in their PE kits on days they have a Physical PE lesson. Students should also wear their blazer on this day. Students are encouraged to wear black base layers on these days to support with warmth. Indoor spaces will be arranged should the weather be inclement. Students will need to bring all equipment for their other lessons on these days.

Masks

Students are allowed to wear masks in school should they wish to. We ask that reusable masks are washed daily and that disposable masks are replaced daily. School will be unable to provide masks for students. This issue has been very public in the media over recent weeks and days. There is uncertainty and the national guidance might well change. Our current position seems sensible in our local context and reflects the view of the School Leaders Association ASCL and has been discussed with other local Heads. We hope you understand that our position in this area might change as the debate continues!

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.

Equipment

Students should come to school fully equipped for lessons including full pencil cases and specialised equipment for any specialist lessons (PE, Art, Technology)



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Lockers

Due to Covid 19 guidelines, we will not be offering students the opportunities to use lockers at the start of term. Students who still have equipment in lockers from last academic year need to remove all their belongings by Friday 11th September. After this all the lockers will be locked. Students will need to be more organised than in previous years and only bring the correct equipment for each day.

Extra-Curricular Activities

We will not run clubs or extra-curricular activities during morning break or lunchtime. The timeslot at the end of the day has been allocated for these activities to take place. However, at the start of term our priority is to safely deliver the core curriculum. There are specific restrictions in place on many extra-curricular activities that mean we cannot run them at present. We will review the guidance and our day to day operations and will look to start activities when we feel it is sensible to do so.

Classroom Entry Protocol

Students need to be following the guidelines for each block and adhere to any one-way systems that are in place. Upon entering each classroom students will be required to sanitise their hands by using the sanitiser at the hygiene table. In computer rooms wipes will be provided to clean the work station. Equipment in practical subjects will be sanitised by staff in between lessons.

Classroom Exit Protocol

When leaving a classroom or block, students need to follow movement directions. Students need to try and minimise the surfaces they touch. Students are to refrain from mixing with other students from different year groups and should not stop and talk to others between lessons. Staff will look to move them on quickly during changeovers.

Mental Health and Well-being Support

As a school we are passionate about student mental health and well-being. We will be running a programme in form time sessions to support students returning to school and adapting to a school environment post lockdown. Please contact the Head of Year if there are specific issues related to this area that you need to make us aware of.

Behaviour

On Wednesday 3rd September and Thursday 4th September students will have school expectations explained to them including social distancing and hygiene routines. Student will also watch a video that shows the site and changes that have been made during the summer. This video will be published to parents on Thursday 4th September.

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 behaviours and our usual system of rewards.



To ensure we follow the guidelines of year group bubbles we have changed the process for detentions. Please see the table below that highlights how this will work for detentions issued by staff for behaviour in lessons by subject teachers or sanctions issued by Heads of Year:

Monday 15:05-16:05		Tuesday 15:05-16:05		Wednesday 15:05-16:05	
Room 13	Room 12	Room 13	Room 12	Room 13	Room 12
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12

Students who receive a white slip for poor uniform, chewing gum, excessive make up, false lashes and nails will be placed in a 20 minutes detention afterschool on the day their year group has a detention. If more than one white slip is issued in the week the length of this detention will increase up to a full one-hour detention.

Monday 15:05-15:25		Tuesday 15:05-15:25		Wednesday 15:05-15:25	
Room 13	Room 12	Room 13	Room 12	Room 13	Room 12
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12

Students who are late will not be placed in detention on that day. We will run a late report each month and students will repay that time missed on their year group designated detention day.

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.

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. Students will be required to sanitise their hands before purchasing food. Packed lunch and snacks for break can be brought in from home.



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Water Bottles

Students may bring reusable water bottles to school and will be able to refill them in the dining room and other food outlets during the school day. The school water fountains have been shut down to minimise risk. Water bottles will also be available to be purchased throughout the day.

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, they need to 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.

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.

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.

Parents will be unable to bring forgotten items up to school during the school day.

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 Microsoft Teams.

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