

Dear parent/carers,

We are all very much looking forward to seeing students return to Outwood Grange Academy and begin face-to-face teaching. A full risk assessment adhering to government guidance will ensure students can learn in a Covid-secure environment. Teaching staff have adapted schemes of learning to meet students' needs and the zones/blocks are ready for the year group bubbles.

### Year Group Bubbles

<b>Mentor name</b>	Mentor group name will be included here
<b>Room</b>	Mentor room will be included here
<b>Mentor</b>	Staff mentor name will be included here

**Years 8-11 will return on Thursday 10 September 2020.** Students have been assigned Year Group Mentors and they must go directly to their mentor room each day when they arrive at the academy. **The Academy gates will open no earlier than 8am** and parents/carers are reminded that there is no breakfast provision. There are handwashing and sanitisation stations throughout the Academy and students must make sure that they sanitise upon arrival at school, when changing rooms, returning from breaks and before/after eating.

Whilst we recognise that students will have missed the social aspects of school life and being together each day, I need to reinforce that students must not congregate in the open areas of the Academy at any time and must follow staff direction immediately. Once students are dismissed at the end of the day they must leave the site immediately and not gather in the park. We have staggered leaving times from each bubble and the timings are provided below:

- L Block - 2:20 (Year 10)
- Upstairs U Block 2:23 (Year 11)
- S Block - 2:25 (Year 9)
- Downstairs U Block - 2:30 (Year 8)
- Arts Centre - 2:30 (Year 7)

Students who are taking public transport will be supervised until they are on the buses. Can I remind students that face coverings are mandatory on all forms of public transport and the bus timetables can be found on <https://www.grange.outwood.com/buses>

Each Year Group will have a '**Personalised Learning Centre**' or '**PLC**' in their block. This is where their Learning Manager will be based. Any pastoral issues will, in the first instance, be dealt with by their Mentor. Likewise, parents/carers should use the Mentor as the 'first port of call' when contacting the Academy with queries or concerns. The Student Information Desk or 'SID' will only be available for students who have been sent by their teacher. Staff managing SID will have to use a triage system to ensure that bubbles do not mix and students cannot attend without written permission from a member of staff.

### **What can students do to help keep everyone safe?**

- It is important to note that the expectations of behaviour have not changed and now, more than ever, students will need to behave in a safe, responsible and respectful way.
- Students should wear full uniform, including school shoes and there should be no jewellery or piercings. There should be no false nails or eyelashes, any other makeup must be discreet.
- Wash or sanitise hands frequently. As a minimum, this should be as they come into school, at break, before and after lunch and as they leave the school.
- If they have arrived on public transport, students must remove any face masks and put them in a plastic bag. Disposable masks must be put in the bin provided and clean their hands.
- Follow the social distancing guidelines, making sure they face forward in lessons and whilst eating at break and lunch.
- Become independent learners and take responsibility for their equipment and books, during the day. This means having their own equipment, they can't borrow it from others.
- Students will be given exercise books but they will need to carry their books with them throughout the day and take them home. They can't be left in the classroom.

Finally, a polite reminder that students will need to be fully equipped for September. Staff can only lend equipment in exceptional circumstances and parents/carers can support us by checking they are fully equipped and have the correct school books for their lessons each day.

### **Student Equipment**



#### **Students must bring:**

- Pen
- Pencil
- Scientific calculator
- 30cm full size ruler
- Glue stick
- Highlighters
- Compass
- Protractor

#### **Students may also want to bring:**

- Own hand-sanitiser
- Small packet of tissues

Finally, your continued support is invaluable and I know we can rely on our parents/carers to reinforce the messages in this letter with students. It goes without saying that not having seen many students for 6 months, I speak for all staff when I say we cannot wait to have them back in the Academy.

Yours faithfully,

Mr Kelly