



Joseph Leckie Academy

25th August 2020

Dear Parents/Guardians/Carers

September 2020 Return to School and Key information for all students Year 7

Further to my letter to you in July, I am writing to you to reinforce and reassure you that we are ready to re-open the Academy fully for all students in September following Government guidance. Please do refer to the letter sent by post in July (also available on the Academy website) to give you more details of how we have prepared and the safety measures that we have in place.

Government Guidance

As you are all aware from the news it is still the government's plan that all children and young people, in all year groups, will return to school full time from the beginning of the autumn term.

I wanted to update you all on our planning for full re-opening of the Academy in September, this has now been finalised and I hope that following the earlier letter you have been able to make plans regarding your own work arrangements, childcare and what to purchase over the summer holidays so that your child is ready to return next week.

I am pleased to confirm the following structure but please keep an eye on the website for further updates and any necessary changes as these may still change if we get any further guidance from the government and/or Public Health England. Only yesterday we received more guidance which we have incorporated into our plans to ensure your child is safe.

- The Academy will be open **full time from September** and the times of the Academy day have not changed, except for your child's first day back when they are asked to come in at 08:30am.
- A copy of the Academy Day is on the reverse of this letter.
- Please remember there is a **staggered start to the new school year** with different year groups on **different days. Please see the reverse of this letter for full details and I have enclosed a message for them with this letter with specific information to help them.**
- **Please ensure that your child returns to the Academy on the correct day, at the correct time and at the right entrance.**
- **Please ensure that your child reads their emails this week as they will be sent a copy of their timetable and their new tutor group. They will need to know what form they are in. This will be clear in the message attached to this letter.**
- You can drop your child off at the designated gate but will not be able to come onto school site and you should ensure you maintain social distancing from other parents and students.
- If your child arrives by bike we have bike racks for Year 7 outside the CBB building – staff will show your child where this is.

Joseph Leckie Academy

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- For the first three days your child will exit via the Lord Street Exit at 3.05. However, from week commencing 8th September, they will exit from the building nearest their P5 lesson so you will need to look their timetable if you are collecting them.
- Lunchtime arrangements are explained on the Academy day at the end of this letter. All students are encouraged to eat a healthy breakfast before arriving in school, however there is a breakfast club available from 8am and food will be available to purchase at break time if they wish. **Breakfast club will resume on Monday 7th September.** A selection of hot and cold lunch items will be available in the canteen at lunchtime for purchase or for free school meals. If your child is not entitled to free school meals...
- Please remember, from September 1st we will operate a **completely cashless system** for all students and it is essential your child has credit on their ParentMail account prior to purchasing food or alternatively provide your child with a packed lunch if they do not receive free school meals. More details are on the Academy website under catering or Academy Apps. **ParentMail accounts should be available for Y7 from the start of term.**
- **Please ensure your child is in full uniform** which will now include **an Identity Badge**. This will be issued as soon as they are printed after photographs are done. It is important that they wear this every day and should they lose it they will need to replace this. This is important for ease of identification to ensure their safety and to keep their year bubbles separate.
- From Monday 8th September please **check their timetable so you know which gate they will depart from as this varies each day depending on their period 5 lesson.**
- Where siblings arrive together, please ensure they have enough time to walk around to the correct gate as they will not be allowed to enter together. They will also exit from different gates at the end of the day.
- Students will operate in year group bubbles and they will have **designated areas at break and lunchtimes and they must not mix with other years in other areas.**
- Students must maintain social distancing of 2m from all adults and at least 1m distance from each other.
- There will be enhanced cleaning throughout the Academy but all staff and **students must regularly clean their hands**, including when they arrive at school, when they return from breaks, before and after eating using soap and water or hand sanitiser.
- They must ensure good respiratory hygiene, we promote the **'catch it, bin it, kill it'** approach.
- Please ensure that you have read the **student expectations and protocols**. These will be updated and they will be explained clearly to your child and then they will sign the Code of Conduct and Behaviour Contract to say that they agree with these expectations. Your child must follow these rules in addition to the usual Academy rules in the Positive Behaviour Management Policy for everyone's safety. Both of these are on the Academy website.
- We will allow your child to wear a face mask but if they chose to do so it should be plain either: black, grey, white (or blue surgical disposable masks). No patterned masks, logos or other types of face coverings. Masks must be worn correctly covering the nose and mouth only. They should still abide by social distancing rules and wash their hands when they remove face coverings.
- Please note that guidance on face coverings has recently changed and may well change again so we will keep you informed if these become mandatory in the future.

Reminder: Health

Please ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. You must follow the Government guidance 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' If anyone in your household is displaying any symptoms of COVID-19, or has tested positive, you MUST inform school by telephone. See full details at the bottom of this letter.

Attendance

As explained previously attendance will become mandatory again from September. This means that the legal duty on you as a parent to send your child to school regularly will apply from September 2020. If your child falls into an extremely clinically vulnerable category or remains under the care of a specialist health care professional, you should discuss their care before returning to school in September and talk to your Head of Year about the situation. We will work with you to try to maintain your child's education throughout the time they are away from lessons within the restrictions of any health issues. If your child falls into one of these categories, please do not hesitate to contact the Attendance Team or your child's Head of Year for further guidance.

Return dates in September

Please take a note of when your child will be returning. This is explained in their email.

Tuesday 1st September: Staff Training Day

Wednesday 2nd September : **Year 7 at 8.30am** arrive via Lord Street entrance.
 Year 10 for 10.10am arrive via New Building Reception, Walstead Road
 Year 11 for 10.10am arrive via path by side of Car Park (next to MyPlace)
 Year 13 for 10.10am arrive via the Old Building Reception

Thursday 3rd September: **Year 7 at 8.30** arrive via Lord Street entrance
 Year 8 for 10.10 arrive via Lord Street entrance
 Year 9 for 10.10 arrive via West Bromwich Road gate (PE)
 Year 12 for 10.10 arrive via Old Building Reception

Friday 4th September: **Year 7/8/9/10/11 arrive at 8.30 through the entrances listed above. Year 12/13 work from home until Monday 7th. Form starts at 8.40.**

Monday 7th September : **All year groups return at 8.30 for Form time to commence at 8.40.**

Please be aware that all of our decisions are subject to any imposed localised or wider restrictions or further information from the government.

Yours sincerely

Rachel Cook
Acting Principal.

Joseph Leckie Academy

The Academy Day and Break and Lunchtime Food locations

8.30 am	Entry for Students through the designated entrance.
8.40 am	Morning Registration and/or Assembly (in forms currently)
9.05am	Period 1
10.10am	Period 2
11.10am	Break
11.25am	Period 3
12.30pm	Lesson 4 for Years 7, 9, 11, 12 and 13 Lunch for Year 8 and 10 (Year 8 canteen - Year 10 West Hall)
13.00pm	Lesson 4 for Years 8, 10, 11, 12 and 13 Lunch for Years 7 and 9 (Y9 West Hall – Y7 canteen)
13.30pm	Lesson 4 for Years 7, 8, 9 and 10 Lunch for Years 11, 12 and 13 (Year 11 West Hall - Y12/13 canteen)
14.05	Lesson 5 and afternoon registration
15.05	End of School – Leave by specified gates.
15.05	Catch up, Re-Do and Period 6 Revision Sessions (where required)

Please note that during lunchtime students MUST NOT cross the bridges over to Science/Technology/PE/CBB/KWB. They must stay in the designated area on the yard marked by the red lines.

Students in the West Hall will use the West End toilets. There is a one-way system in operation.

Students using the canteen will use the downstairs toilets in the KWB2. There is a one-way system in operation. Students must leave the building and return to the designated zone.

Break time food will be available to purchase within the set zones (based around their form time buildings) for each year group. Students must use the toilets attached to their zone and stay within the marked boundaries.