

Dear Parents, Carers and Year 7 students,

Welcome back to Sewell Park Academy “Enriching minds, enabling success”

Firstly, I would hope that you and your families have remained safe and well, and have managed to enjoy the summer break. We are now looking forward to welcoming staff and students back to Sewell Park Academy fully once again. I hope that this letter will outline the arrangements for the students on their return, and the measures we have in place to ensure the safety of all members of our school community. As you will be aware, guidance from the Government continues to be updated and we will inform you of any changes as soon as possible. Our intention remains, in all of our decision making, to be the safest school in Norfolk. Please read this carefully and, if you have any further questions or concerns, please do not hesitate to contact the school.

Returning to Sewell Park Academy

At Sewell Park Academy, we are fortunate with the resources site for our school. As such, we are able keep each year group in ‘bubbles’ around the school site. This reduces the risk of mixing between year groups and therefore the risk of transmission of the Coronavirus.

Due to this, our school day will remain the same for all year groups, starting at 8.40 am and ending at 3.05 pm (with the exception of Period 6 for Years 10 and 11) Monday enrichment, which finishes at 4.05 pm is currently postponed due to the Coronavirus pandemic.

Students in each year group will enter through their designated entry gate and wait in their allocated ‘zone’ outside area. From here they will be taken to their allocated school classrooms, where they will be taught in their ‘bubble’. For practical subjects, students will be collected by the classroom teachers and taken to the practical rooms, which, alongside any equipment used, will be cleaned between year groups.

Our students will remain allocated to houses as they have always been, however, due to the year group bubbles, our form groups, and oversight by the leadership team and pastoral staff, will be in year groups.

Year 7 specific details

As our new Year 7 students have missed out on their transition to high school, we are planning to support them through having only Year 7 in school for the first few days in September, before other year groups return.

On Monday 7th September, our new Year 7 students should enter through the St Clements Hill gate (near the Chestnut nursery) and go to the main hall where they will be told their form groups. At the end of the day, the students will leave the site through the front St Clements Hill gate (at the front of the main school building).

From Tuesday 8th September onwards, our new Year 7 students should enter through the front St Clements Hill gate (at the front of the main school building), which will be labelled for them.

The Year 7 'zone' will be in the main English and Humanities quad, with the lunch and break area on the grassed area behind on the St Clements Hill side of the school. The Year 7 pastoral responsibility will be overseen by Mr Gannon, Assistant Headteacher and Mr Tibble, Year Leader.

Our enrichment programme, which runs on a Monday until 4.05 pm, will be postponed at present. We will update parents when this will restart for all students.

Break and Lunchtimes

At break and lunchtime students will be in their allocated 'zone' for their year group. They will be taken to this area by the teacher at the end of the previous lesson. Each year group will have allocated 'gender neutral' toilets which will minimise the risk of mixing between year groups.

At lunchtime, year groups will have a designated time to purchase food from the canteen, which will be served in take away containers. Unfortunately, at present, there will be no facility to purchase snacks at break time, but we are hopeful this will begin soon. Any students who wish to purchase items from the breakfast club (which will begin from Thursday 17th September) will be able to do so from the 'Grab and Go' window to be taken to their designated 'zone'.

Additional changes at Sewell Park Academy, including visitor procedures

In order for the safety of all students, staff and the community, alongside others, the following measures and changes will be in place from September:

- Students and staff will be required to regularly wash or sanitise their hands throughout the day and both before and after lunch (hand sanitiser stations will be in place around the site)
- Between year groups using practical classrooms - equipment and desks will be cleaned
- Year groups will have different changing facilities for PE lessons, which will be cleaned prior to another year group entering
- Students will not be able to share equipment or resources with other students
- All classrooms will have front facing rows. Where this is not possible (for example in Food technology), protective screens will separate each workstation
- Class room doors and windows will be open for increased ventilation
- Additional cleaning will take place where necessary
- Parents are requested to **not park within 100 m** of the Sewell Park Academy site, so that students can walk to their entrances without a large congregation of people (this is particularly important on the St Clements Hill side). Where a parent feels they need to walk with their son or daughter, we would ask they park away from the school and walk the final part of the journey
- Where possible, we would ask parents to conduct meetings with staff over the phone, video call, or we will happily arrange a home visit. If a meeting in school is essential, we will require this to be pre-arranged, unless in the case of an emergency
- The risk assessment will be displayed on the school website and updated as and when necessary
- Lockers will not be available to students due to the location currently of the year group zones, however this may change in the future

Behaviour expectations & Social routines

On the return of the students we will be reteaching students our social routines and curriculum, regarding demonstrating calm, engaged and respectful behaviour at all times. Due to the Coronavirus pandemic, there will be some behaviours which previously were acceptable, which will no longer be allowed (for example,

lending resources to friends). From the start of term, we will be teaching these behaviours to students and have attached the expected routines to this email for your information.

As a school, we will be insisting on the highest standards of behaviour at all times, and any deliberate infringement of rules regarding safety and social distancing will be dealt with severely, for the safety of all students and staff. As a school, we thank you in advance for your support in this area. Other rules remain the same, such as mobile phones not being allowed out between the start and end of the school day.

All students will be required to attend Sewell Park Academy in full uniform. The current guidance for schools from the Department of Education suggests that it does not require washing more regularly. Where a student does not have the correct uniform, the expectation is that they will wear the uniform provided. This will be kept clean and COVID safe between uses.

Face coverings

As recommended by our trust, we request all staff and students at Sewell Park Academy to bring each day a plain face covering and a plastic bag in which it can be stored. This is for two reasons. Firstly, if a student develops symptoms of Coronavirus, they will be expected to wear the mask until they leave the premises.

Secondly, it will be expected that all students will wear a face covering in indoor communal areas or any area where social distancing is not possible (people are within 1m of others, not within their year group bubble).

The current guidance of the Government is against the use of face coverings during lessons, which we will follow, however we will continue to monitor for updates to this advice. Some staff may choose to wear transparent visors as an additional safeguarding measure.

Symptoms

The core symptoms that require testing for Coronavirus are:

- A high temperature - this means you feel hot to touch on your chest or back
- A new continuous cough - this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you normally have a cough, it may be worse than usual)
- Loss or changes to your sense of smell or taste

If any member of the school community (i.e. Students, parents, staff etc) has one or more of the symptoms, they must self-isolate immediately for 10 days and request a test.

Should these symptoms develop in school, we will request for the student to go home, along with any siblings within the school, to begin the self-isolation.

Self-isolation & Testing

If someone shows symptoms of the Coronavirus, they should self-isolate for 10 days and request a Coronavirus test. You can request a free test by phoning 119 or clicking on the link below:

<https://www.gov.uk/get-coronavirus-test>

Whilst waiting for a test or a test result, the person with symptoms must remain at home, as well as all other family members. If you test negative, other members of the household can stop self-isolating and if you feel well and have stopped having symptoms you can stop self-isolating.

In the event of a positive test, NHS Test and Trace will be in contact with you to find out who you have been in contact with in order to help control the spread of the virus. They will explain when you can return to school or work.

Please keep the school informed as to your request for a test and the result, in order for us to support the protection of the wider community.

In the event of any student absence, individual, bubble or whole school, we are planning for all work, following the academic curriculum and lessons missed, to be available for students online. We will explain full details on how to access this to students on their return.

Other winter illnesses

You will only get a test for Coronavirus if you have one of the symptoms. However, young children can show no or very mild symptoms. On this basis, if a student is showing cold like symptoms, we will ask them to go home or stay at home for 24 hours, as per guidelines on government websites. Should they feel better they may return to school, however if any of the Coronavirus symptoms develop they should self-isolate for 10 days and contact for a test.

Bikes

If a student chooses to travel to school by bike, they will be required to wear a mask when they dismount at the school gate. They will walk their bike to the bike sheds, before taking the most direct route to their year group 'zone'.

I am aware that the return to school will be something to look forward to for many students and yet a daunting prospect for others. As ever at Sewell Park, we will do all that we can to support all students, parents and staff during this time. Thank you to all members of our community for their support and efforts over the last six months, and we look forward to welcoming all students back, safely, next week.

Best wishes,

David Day
Headteacher