



Our ref: MME/HFT  
Date: 16<sup>th</sup> July 2020

Dear parent or carer,

I would like to highlight some of the systems we are putting in place for September. It is extremely important that we all understand that whilst the school will be open for all students and staff, many of our normal systems and processes will change.

In a secondary school it is necessary for students to move around the school if they are to experience their normal range of subjects. If we based students in one classroom, they could not experience practical subjects. We are keen, given the constraints of lockdown, to allow students to experience a wide curriculum but we must ensure that this is done as safely as possible. We have already made significant investments to ensure that our systems offer a high level of safety for all users of the building.

### **Hand sanitising**

All students will be required to sanitise their hands before they enter each classroom. We have made this extremely easy by providing 80 hand sanitisers around the building outside all classroom areas.

### **Desks and equipment**

At the end of each lesson students will be given an anti-bacterial wipe to clean the top of their own desk area and any equipment they have used themselves. All classrooms will have a lidded bin which students will deposit their used wipe in before they exit each room.

### **One way systems**

We are instigating a one way system around the school which will minimise contact students have with other students.

### **Staggered start, break, lunch and end times**

We will be staggering the timings of the school day to avoid all students leaving the building at once. I will write to you all before we start back in September and let you know the exact details for your child.

### **Chromebooks**

We are going to continue to loan out the Chromebooks which we have given out to ensure that all families are online. If there was a local lockdown scenario such as Leicester is experiencing it will mean we can continue our online lessons, with a move to the majority of our lessons being live lessons if this was the case.

### **Assemblies**

We will not be holding any assemblies until the pandemic situation is over. We will hold virtual assemblies which students will watch in their Form rooms.

### **Parents' evenings and visiting the school**

We want to limit the number of contacts that we have in the school and this will mean parents evenings being done in a different way probably via phone calls or online. We will provide you with the details early next academic year.



Similarly we will not be holding face to face parental meetings in school unless the circumstances are exceptional. We will be continuing to meet with parents as required but this will be via a phone call or virtual meeting.

### Face coverings

At the time of writing, the Government has not made face coverings compulsory in schools. If students or staff wish to wear a face covering in school we will support them to do so. I will keep you posted regarding this matter as the benefits of wearing face coverings and the advice regarding where we should all wear them has recently altered. It is clearly a developing situation.

### PE

Due to issues regarding social distancing in changing rooms, students will wear their PE kit to school on the days when they have PE. On their first day in school, students should wear their normal school uniform - they will then be given their timetable and will know when they should wear their PE kit.

### Start dates and timings

Monday 7<sup>th</sup> September - whole staff training day

Tuesday 8<sup>th</sup> September – Year 7 induction day/Year 12s return in the afternoon to collect their timetables

Wednesday 9<sup>th</sup> September:

Staggered start begins. All students will go to their Form room for the training sessions, issuing of timetables etc which will last until 12pm.

8.30am Year 7 and 11 arrive at school  
9am Year 8 and 10 arrive in school  
9.30am Year 9 arrive in school

Lessons will start at 12pm

Thursday 10<sup>th</sup> September – full timetable begins for all students

I will be writing to you all later in the summer to provide further details regarding our systems. In the interim, if you have any questions regarding our plans, please don't hesitate to use the contact email address ([contactus@pudseygrangefield](mailto:contactus@pudseygrangefield)) which will be monitored throughout the summer holiday.

I will be sending out a Principal's briefing on Friday as normal but I wanted to ensure you were given these details sooner rather than later, hence the reason for this letter. As I mentioned in last week's briefing our provision for key workers' children will end at 1pm tomorrow.

Yours sincerely,

**Mr M McKelvie  
Principal**