August 2020

Dear Parent/Carer

I hope that you have had a relaxing and enjoyable summer break, although I imagine it has been somewhat different to last year.

I am writing to you to provide some further information about our return to school following the details we sent to you in our summer letter. As has been outlined to you, week commencing Monday 7 September 2020 will be an induction week for all students. This will ensure that students are all prepared for the way we will work, learn and behave in the upcoming academic year. As you can imagine, the information we have had from the government and our planning in response to this to prepare to open school, in as safe a way as possible, has changed on a number of occasions throughout the summer. We also anticipate that we will continue to have to adapt and amend our plans and procedures to respond to the way Covid-19 develops and the government response to the pandemic. However, it is important that we are clear about our expectations for reopening during week one from Monday 7 September 2020 and then our return to a more normal timetable commencing during week two of school from Monday 14 September 2020.

As a result of our plans for a phased return to school, to allow us to carry out our induction week, your child will not be in school every day in the first week of term, unless they are in Year 7. This allows us to bring students into school to learn about the new arrangements and expectations, go through their new timetable and start to identify any additional support they may require. During their time in school in week one, students will also be provided with work to complete at home on the days they are not expected to be in school. This will be made available via our dedicated home learning website which can be found using the following link: <https://appletonrevision.weebly.com/>.

In compliance with government guidance, we have grouped young people into ‘bubbles’ with a staggered start and end to the school day for all Secondary students. This has been planned to prevent the spread of Covid-19 by reducing the number of contacts a student has with others. During the first half term, and possibly for a longer period of time, the Academy will also close earlier on Fridays to allow our teaching and support staff, including our site and cleaning teams, time to prepare for the following week and for additional cleaning and site checks to ensure we remain Covid safe.

From Monday 14 September 2020, students will then return to school on a more full-time basis, with timings of the school day allocated to them according to their ‘bubble’.

**I would now like to outline below the specific arrangements for students in Year 11 only (we sent a text to parents with details of your child’s group earlier in the summer). If you remain unsure of your child’s group, please contact the Academy or speak to us when we get in touch with you on Thursday 3 or Friday 4 September 2020. You can also find an easy to follow grid that shows the days that all year groups will and will not be in school during Week 1 of the new school year – this can be found by clicking on the Covid-19 section at the top of the website homepage.**

**WEEK 1 ONLY (Commencing Mon 7 Sept 2020) IS AS FOLLOWS FOR YEAR 11:**

**Your child will only be in school on TUESDAY 8 SEPTEMBER 2020 between 9.00am and 3.30pm and again on FRIDAY 11 SEPTEMBER *2020* between 9.00am and 2.30pm*. They will NOT be in school for the remainder of week 1.***

**WEEK 2 ONWARDS (Commencing Mon 14 Sept 2020) IS AS FOLLOWS FOR YEAR 11:**

**MONDAY TO THURSDAY SCHOOL TIMINGS:**

|  |  |
| --- | --- |
| **Start of the Day** | **9.00am** |
| **End of Day** | **3.30pm** |

**MONDAY TO THURSDAY SCHOOL DAY TIMETABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9.00-9.15am | 9.15-11.00am | 11.00-12.30pm | 12.30-2.30pm | 2.30-3.30pm |
| Reg | Period 1  (inc 15min break) | Period 2 | Period 3  (inc lunch) | Period 4  (inc Reg) |

**FRIDAY SCHOOL TIMINGS:**

|  |  |
| --- | --- |
| **Start of the Day** | **9.00am** |
| **End of Day** | **2.30pm** |

**FRIDAY SCHOOL DAY TIMETABLE:**

|  |  |  |  |
| --- | --- | --- | --- |
| 9.00-9.15am | 9.15-11.00am | 11.00-12.30pm | 12.30-2.30pm |
| Reg | Period 1  (inc 15min break) | Period 2 | Period 3  (inc lunch) |

Please read the timings above carefully and note the differences between week one and week two.

When arriving at school, Secondary students must use the top pedestrian gate to come onto school grounds. Students MUST arrive strictly at their allotted school start time only in order to ensure that student ‘bubbles’ do not mix with each other. The pedestrian gate will open 10 minutes before the start of their day to allow students to come into school and it will close 5 minutes after the allotted start of the day. You must ensure that your child is on time for school and that they do not mix with other students who are not in their bubble at any time. **There will be no vehicle access to the school grounds at any time for parents or visitors and we would encourage you and/or your child to walk to school as much as possible to ensure there is no disruption to our neighbours. The Academy will also not be accepting parents or visitors at the reception desk in the main office for the foreseeable future and you should phone or email the Academy in the first instance if you wish to speak to a member of staff.**

Once students are in the building, they must go straight to their home room – all children will be met by staff and shown to their room, including those newly joining us in Year 7. There will be no opportunity to go to the canteen for a drink or something to eat so it is imperative that students have eaten before they arrive at school. We would recommend that students bring a bag, their own pencil case with equipment if they wish, a filled water bottle and their packed lunch if needed. As students will not have access to lockers (due to their location in school and the potential for student bubbles to mix), it’s important that students keep their bags as light as possible as they will be carrying them all day.

There will be no after school clubs for at least the first half-term of the new academic year. However, we will keep this under review. There will be no detentions for the first two weeks of school while we establish our new behaviour management routines. We will update you as to what these routines will look like after this period and what will happen if your child is required to attend detention in the future. Our rewards system will operate as normal.

Students will spend a significant amount of their timetable in their ‘home rooms’. This is a zone in school that has been specifically identified for your child’s ‘bubble’. It is important that students stay within their allocated zone at all times, unless they are being escorted to a specialist room by their teacher.

At break time and lunch time students will be shown the route to the dining room where they will be allocated a specific zone to sit. It is important that they do not move outside of their zone. Young people may sit with their friends who are in the same bubble but once seated they must remain there for the entire period of break or lunch. Due to the number of staggered break and lunch times that we have had to implement across all year groups, it is vital that students come with a coat as they will then be moved outside to facilitate the safe use of the dining hall for all groups. You will be aware that we have an unusual weather system at Appleton Academy and a waterproof, warm coat, hat and gloves in winter months is recommended.

At the end of the school day, students will be expected to hand in the equipment packs provided by the Academy so that these can be prepared for use the next day. We will share details with students of how they can do this.

All Secondary students will be provided with ‘Knowledge Organisers’ for each of their subjects. These will cover the key elements of the unit they are working on. We will be making use of these in all lessons and will expect students to take these home. We will provide more information on Knowledge Organisers in our next letter home. The Knowledge Organisers will also be available on our home learning website, which can be found via the following link: <https://appletonrevision.weebly.com/>.

It is important that you discuss the content of this letter with your child. We would be grateful if you would do so as soon as possible to allow them time to prepare for the changes they will find have occurred in school over the summer and since lockdown in March. In order to keep up to date with any changes that may occur in the coming weeks and months, we would also recommend that you regularly check the letters and Covid-19 sections of our website. We will also ensure that we text you if there is a specific letter for you to read on our website so please ensure that you provide us with your current mobile phone number and inform us immediately if this changes in the future. We would also encourage you to join our Facebook page – Appleton Academy Official – where we will also post any updates. We can also be found on twitter @appletonacademy where we will also regularly share information.

Finally, I would like to thank all of our families for your continued support and your understanding, both during the last school year and in the next academic year. We appreciate that these are unusual times but would ask that you work with us to support this new way of working. Should you have any questions or concerns, please share them with us as soon as possible so that we can support you and your child in getting off to a successful start to the new school year. You can contact us via [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk) in the first instance.

Yours faithfully



Mrs R Garlick

Head of Secondary