

31st August 2020

Dear Parents/Carers,

Firstly, I hope that all parents/carers, students and family members have had a safe, peaceful and restful summer. In preparation for the start of the academic year, I would like to take this opportunity to remind you of the plans in place for the full reopening of Arena Academy.

As you may know from the guidance issued by the Department for Education (DfE), the Government has said: 'It is the Government's plan that all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term.' Colleagues in school have been working very hard to ensure that measures are in place to make the school as safe as possible for the full return of all our students. It is the expectation that all students return. Included with this letter is a copy of the information pack that was shared before summer. Please familiarise yourself with this information, however a summary is given below.

I would like to remind you that school will be opening on **Thursday 3rd September** at the following times:

Year Group	Zone	Entrance/Exit	Start Time	Finish Time
Year 7	Yellow	Hub	8:30am	2:45pm
Year 8	Brown	Arena Central	8:30am	2:45pm
Year 9	Red	Reception	9:00am	3:15pm
Year 10	Green	Arena Central	9:00am	3:15pm
Year 11	Blue	English	9:00am	3:15pm

A video has been produced for each year group to show how to enter and leave the school site.

Year 7 - <https://youtu.be/348ov06dEMw>

Year 8 - <https://youtu.be/j69LOsbuV10>

Year 9 - <https://youtu.be/NKpYULivnRw>

Year 10 - <https://youtu.be/qAlzdKubL4k>

Year 11 - <https://youtu.be/EMrc4prXxaw>

All entrances are labelled and there will be a member of SLT at each one to welcome students into school. We strongly discourage students from arriving before their allocated time; however, we accept that this may have to be the case for some. We will only allow students onto the school premises before their allocated time if Parents have contacted us in advance. Students waiting for siblings after school should do so outside of school remembering to social distance, and not to mix bubbles.

Zones and lessons

Each year group has an allocated zone of rooms where lessons will take place. Due to the number of rooms needed, some specialist rooms, for example, Science labs and Music rooms will have to be used for general teaching. Students will move between rooms within the zones but not generally out of their zone. This approach enables us to deliver the normal full curriculum, with the full range of subjects taught by specialist teachers, without the safety and welfare of pupils being compromised. Teachers will teach across year groups and will move between zones. At all times, students will be expected to maintain distance between each other. Teachers will be expected to maintain two metres distance from students during

lessons and if they do need to be closer, to keep the time to a minimum. Tape has been put down in classrooms to show the teacher area.

Breaks and Lunchtime

From the start of term, understandably, there will be a limited service available at lunch time whilst the catering team are implementing new procedures and processes. Students will have lunch within their own year groups at staggered times from other year groups, this will allow the catering team to clean in between services. For now, we will continue to use Parent Pay, however we will be moving to 'School Money' which is a similar tool but issues students a bar code and has the ability to be topped up at shops, similar to other utilities. We will of course write to you and inform you of changes nearer the time. Students wishing to bring a packed lunch may do so and should ensure this is wrapped or boxed. We would also encourage students to bring a filled bottle of water daily as drinking fountains have had to be turned off in our shared student spaces. Please note that energy and high sugar sports drinks are not permitted in school and will be confiscated, and a detention issued if brought into school. There will be no food provided, for the time being, at break time, so we do ask that your child has a nutritious and healthy breakfast before they come to school. We are aiming to provide food at breaktime within the next few weeks, we will keep you informed. Outside areas of the school site will be zoned and movement at breaks will be kept to a minimum. There will only be one year group in the dining hall at a time and cleaning will take place between year groups.

Uniform and equipment

All students will be expected to wear full school uniform as normal when they return to school in September 2020. We would like to remind you of the following:

- Smart shoes must be worn – no trainers, pumps or boots.
- Students are allowed to wear make-up, but this must be discrete. Students wearing excessive make-up will be required to remove it
- Shirts must be tucked in neatly
- Ties must be worn at a reasonable length to show 8 stripes below the knot
- Skirts and trousers must be at an appropriate length, colour and fit
- All coats, trainers, hats and scarves must be removed when entering the school building
- Students are not allowed to have patterns shaved in or have bright colours in their hair
- PE kit should be brought into school on the days it is required

To minimise sharing of equipment, it is even more important than ever that students have their own basic equipment: School bag, planner, reusable water bottle, reading book, pencil case including, 2x black/blue pens, pencil, ruler, rubber, sharpener and calculator.

Face Masks

The Government announced on Wednesday 26th August that they had updated the guidance on face coverings in educational settings. This is now in line with the most recent advice from the World Health Organisation (WHO) and now applies to students in Year 7 and above. Schools and colleges have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their circumstances. If our students and staff want to wear a face covering in our school, this is of course permissible and the choice to do so will be entirely down to the individual. Face masks are allowed to be worn during changeover of lessons, break and lunch time, however, students and teachers will not be allowed to wear them in classrooms. You can find the most up to date information on face coverings in educational settings [here](#).

Attendance

It is a legal requirement that all students must attend school from the start of the new school year. Some of you may feel quite anxious about sending your child to school, but we will support you to do so.

Behaviour

We have made additions to our school behaviour policy which is outlined below. It is essential that students adhere to the behaviour policy for the health and safety of all. The no touching policy will be strictly enforced, we also expect the full co-operation with social distancing where necessary. Some of our procedures will need to change, and we will review these as the term progresses and additional guidance is received.

Students must agree to:

- Arrive at the specified time and entrance for my year group bubble
- Frequently wash and sanitise my hands throughout the day
- Follow the 'catch it, bin it, kill it' advice when coughing or sneezing
- Stay within my year group bubble as directed by school staff
- Follow the 'hands off' policy with other students
- Respect the social distancing measures in place in school, including the 2-metre restricted zone around teacher desks
- Follow all instructions from staff around the safety and hygiene of my workstation

Parents by sending your child/children to school you are agreeing that you:

- Will not send your child to school if they (or anyone in your household) exhibit any of the COVID-19 symptoms such as a high temperature, a new continuous cough, a loss or change to the sense of smell or taste
- Will avoid public transport on the way to school – where possible
- Will avoid gatherings at the school entrance or car park
- Will make an appointment prior to entering reception
- Will provide your child/children with a mask to be used in social areas (if they choose to wear one)

Travel

Students are encouraged to walk or cycle to school and avoid public transport if possible. If students must use public transport, they must wear a face mask and remember to social distance.

Extra-curricular activities

I would like to remind you there are no before or after school activities in the first half term. This is to ensure that we can maintain high cleaning standards. Your child should arrive on site ready for their designated start time and leave site at their designated end of school time.

Clear expectations

When students return to school, they will be told exactly what they need to do in relation to social distancing and infection control measures during the morning of Thursday 3rd September. Our students will be told why these measures need to be in place and will be given the chance to orientate themselves around our school and ask any questions associated with the new procedures to minimise contact and risk.

We can be under no illusions that over the coming weeks and months for both our students and staff, we will have to become accustomed to some new ways of working. We know that these different ways of working will undoubtedly affect everyone differently, however, please be assured that there remains a palpable sense of optimism and confidence for the return of our students on Thursday 3rd September.

Yours sincerely,



Mr R Mann
Headteacher