

27th August 2020

Dear Parent / Carer

We write to you with slightly updated arrangements for September 2020 in line with Government guidance on opening secondary schools to all students. We would ask you to read the contents of this letter carefully and discuss with your child/children before we return to school next week. Please also share this information with other parents/carers and students.

Return to Academy Dates

Thursday, 3 rd September 2020	Year 7 – please arrive at 8:30am for 8:40am Tutor Group Years 8, 9, 10 & 11 – will attend for a 1 hour tutor group session as notified in the letter from Mr Nash in July 2020. If you are unsure of this time, please e mail office@spa.woodard.co.uk or phone 01782 882500 on Tuesday 1 st September 11:00am-16:00pm or Wednesday 2 nd September 09:00am-16:00pm
Friday, 4 th September 2020	Year 7 only – please arrive at 8:30am for 8:40am Tutor Group (NOTE: PE kit should be worn on this day)
Monday, 7 th September 2020	All year groups attend as normal

Washing Hands, Cleaning and Face Masks

Please encourage your child to follow good hygiene practices at home and school including washing their hands for at least 30 seconds and avoiding touching their faces. We will be re-enforcing this message daily. Hand sanitisers will also be available throughout the Academy and thorough cleaning of the rooms will take place during and at the end of each day.

Face Masks in schools is an area in which the Government continues to update its guidance, but an area that I know parents and students are keen to get direction on. We have decided to produce a separate letter on facemasks that can be found on our website, but in summary this is the Academy's current thinking (subject to change if the Government change their policy):

- Face Masks must be worn on public transport to and from the Academy
- The Academy strongly encourages that face masks are worn in communal areas and when moving around the school
- The wearing of face masks in lessons is down to the preference of each individual student
- The Face Mask must be worn properly and cover the mouth and nose, cannot be a scarf, snood or bandana and must not feature inappropriate slogans or motif

Year Group Zones and Start and Finish to the Academy Day

We will be teaching students in year group 'bubbles' which will allow students to move within their own year group and facilitate provision of the full curriculum to all students. Students will arrive at school using the entrance outlined in the table below and go straight to their year group zone. All entrances will open at 08:15 am.

The 'zones' for each year group are as follows:

Year	Zone	Entrance & Exit	Outdoor Area for Break & Lunch
7	Blue (middle floor)	Main Gate (Fenton Manor side) and through Main Reception doors into atrium and up the stairs	Down through fire escape to canopy area
8	Gold (top floor)	Car Park Gate on Lordship Lane, through the fire escape by D&T fire doors up to the top floor	Down back stairs by Music into Fusion compound and through new gate into the left tennis court
9	Red (middle floor)	Lordship Lane gate in between tennis courts and through the fire exit door by the green area to the middle floor	Down stairs and out through community entrance onto back yard
10	Green (bottom floor)	Main gate (field side) into school via the doors under the canopy	Out through fire exit onto right tennis courts via the mark pathway
11	Yellow (bottom floor)	Back Tracks, through the gate by the bike sheds and in through the yellow area fire escape	Out of yellow doors next to Ms Mullany's office down to the 3G pitch

Each Year group will have specific areas for break and lunchtime, that are also outlined below. At the end of the day, students are to leave using the same route that they entered the Academy site. Students are advised not to congregate at the entrances and exits before and after school and should be social distancing on the way to and from school.

Transport

We strongly encourage students to walk or cycle to school, if they are able to do so. Students can park their bikes within their zone, but need to secure their bikes with a bike lock. Students who arrive by car must make their way to their year group entrance.

We have been in discussion with the Local Authority, regarding buses and in addition to the public buses, dedicated coach services provided by Copelands Tours, following two bus routes have been agreed. One to and from Dividy Road and the other Weston Road, by Coyney Grove, stopping on the way. These coaches will only be open to St. Peter's CofE Academy students and will start on Monday 7th September 2020. Mrs James has prepared a much more detailed letter which contains a range of FAQs, which is available on the website, but in a nut shell, students will need to purchase a SMART pass from the Academy at a cost of £56.00 a month (through WisePay). This SMART pass will guarantee them a place on the dedicated coach, but will also allow them access to the public buses.

Classrooms

Classrooms will be set up as per Government guidance with an area at the front for staff so that social distancing is maintained. Students' desks will face towards the front so that there is no face-to-face seating. Students and staff are advised to try and maintain distance from each other. Students will be confined to a suite of rooms in their 'zone' for most of the day to avoid unnecessary movement around the school.

Some lessons may be taught outside zones, such as Technology, ICT and some Science lessons. We will ensure that classes will be escorted to these and at no point will students enter another zone in doing so. PE will be taught in year group bubbles and where possible outside, any equipment will be cleaned thoroughly between year group use.

Free Breakfast Arrangements

Free breakfasts will still be available in September. Breakfast will include a selection of cereals and be available in each of the bubbles for students to self-serve.

Break time and Lunchtime Arrangements

We have in place a pre-ordering system for food which will take place in ROCK (Period 1 on a Wednesday). The orders will be brought to the respective 'zones' before break time and lunchtime. Students who bring sandwiches from home will be able to go straight to their 'zone' and/or outdoor area (as stated in the table). We will be offering a reduced selection of food to help with these arrangements. Students who are eligible for Free School Meals will be able to order their lunch at the same time as other students.

We would ask that parents upload money onto their child's account and not send students in with cash to upload via the school machine. The reason for this is that we do not want to have students moving from other 'bubbles' to access the machine. Please contact the Finance Office to access your account if you have lost your details: spafinance@spa.woodard.co.uk.

Lockers

Every student will be provided a locker on Thursday 3rd September 2020 in their zone free of charge to store their planners, books, food and drink and equipment in. They will have access to it at the start of the day, between lessons, during break and lunch and at the end of the day. There will be a charge if the student needs their key replacing, so please encourage them to keep it safe, preferably on a keyring. Students who currently have a locker in the Academy will have the contents transferred to a new locker in their zone.

Uniform

We expect all students to continue to adhere to our uniform expectations as outlined on our website. Students should have hairstyles and colouring in line with our rules and expectations.

Students need to wear their PE kit all day when they have PE to avoid using changing facilities. Students will receive their timetables on Thursday, 3rd September and so should attend in full school uniform on that day. Year 7 students will need to wear their PE kit on Friday, 4th September.

Equipment

Students will be required to bring their own equipment to school. It is imperative that all students have their own pens, pencils, ruler, rubber, pencil sharpener, highlighters, glue stick, scissors and Maths equipment (protractor, compass and scientific calculator) as we will be unable to share equipment amongst students.

Absence and Illness

If your child is ill and absent from school, please call the absence line 01782 882500 (option 1 for absence) or email Miss Lomax on llomax@spa.woodard.co.uk to report that they will not be in school. If your child or anyone from your household is showing symptoms of Covid-19 (dry cough, high temperature, loss of smell or taste) you will need to book a Covid-19 test immediately and remain isolated for 7 days from the onset of symptoms or 14 days if you are living with someone who starts to show symptoms.

If a student starts to show symptoms whilst in the Academy we will isolate that student from the rest of the school in a prepared area away from the year group 'bubbles'. Key staff have been trained in the use of PPE and we will contact parents/carers to come and collect students as soon as possible. If your child is sent home due to exhibiting Covid-19 symptoms we expect you to arrange a test immediately and students will not be allowed back to school until a negative result is received. Please inform the Academy as soon as you get the results.

Parental Appointments

Parents will not be allowed on site without an appointment. Please ensure that you contact us by email or telephone to arrange a meeting. The majority of meetings will be held remotely (Zoom or Teams) or over the phone. If meeting in person face masks are compulsory for all visitors. You will be asked to leave the school site immediately unless you have an appointment.

Educational Visits, Extra Curricular Activities, Events and Parents' Evenings

These are suspended and will remain so until further notice.

Communication

Our website is an excellent source of information, as are our dedicated Facebook page, groups and twitter feed (@SPAwoodard). Please make sure that you check the website from time to time, as well as our social media sites, for further information. We also encourage you to share any updates with other parents/carers and ensure the contact details we have for you are fully up to date.

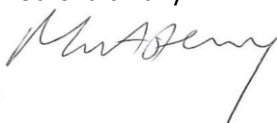
GCSE Results

Results day (drive through in the car park) was one of celebration for our previous Year 11s and our current Year 11s, who also received some excellent English Literature and Theology (RE) grades.

Final Thoughts

I would once again like to thank everyone for their support. I ask that you remain patient with us and work with us as we continue to adapt to the ever-changing situation. We cannot wait to welcome back our students but we must all remain vigilant and adhere to the Government guidance

Yours faithfully



Mr M Astley
Principal