



9th June 2020

Dear Parent / Carer

I want to take this opportunity to share with you our plans to re-open Brooke Weston Academy to year 10 students, and confirm that we are open to students on 15th June 2020, should nothing change nationally.

Re-opening of Brooke Weston Academy

We understand that you may feel worried about sending your son/daughter back to Brooke Weston Academy and would like to reassure you that the safety of our students and staff remain our key priority. Along with this robust and thorough risk assessments have taken place to ensure that government guidance is followed and that everyone involved is safe whilst educating your children.

Transport

Thank you for your feedback during our recent survey, and on the back of parental feedback and current government guidance to avoid public transport, we have taken the decision not to use the bus service for the remainder of the academic year. Following this letter we will be seeking your views on September and thank you for your support.

Pod System

To minimise contact between students we have decided to use a pod system which ensures that students can be effectively social distanced and cleaning regimes can be put into place to protect all students and staff. Therefore:

- Year 10 students have been divided into 5 pods with a maximum of 45 students in each
- Each pod will be taught in the Weston Theatre where students will be sat at exam desks 2 metres apart
- A seating plan has also been created to ensure that students remain in their allocated space
- Five different teachers have been allocated to each pod and will remain with the students for the rest of Term 5
- Each pod will attend Brooke Weston Academy for one day per week for the remainder of Term 5

As this provision is designed to facilitate face-to-face support, and online learning continues to be our primary form of education, students will continue using teams for the remaining 4 days.

STUDENT NAME:	
YOUR CHILD IS IN POD:	
YOUR CHILD'S SCHOOL DAY:	
ALLOCATED ARRIVAL TIME:	
ALLOCATED PICK UP TIME:	

	Mon	Tues	Wed	Thurs	Fri
Week 4	Pod 1	Pod 2	Pod 3	Pod 4	Pod 5
Week 5	Pod 1	Pod 2	Pod 3	Pod 4	Pod 5
Week 6	Pod 1	Pod 2	Pod 3	Pod 4	Pod 5
Week 7	Pod 1	Pod 2	Pod 3	Pod 4	Pod 5
Week 8	Pod 1	Pod 2	Pod 3	Pod 4	Pod 5

The School Day

It is important that you understand that your child's experience at Brooke Weston Academy will be different from life before lockdown. The school day has been shortened and students will only be taught English, Maths, Science, Humanities and Modern Foreign Languages. Please see an outline of the structure of the day right.

To avoid large groups of students gathering, we would like our students to arrive and leave in a staggered manner. As there will be no transport running to and from Brooke Weston Academy so we kindly ask for you to arrange transport for your son/daughter at your allocated time so they can attend school. Please do not arrive early as this will delay the ability for us to affectively get all students on site.

Plan of School Day	
Staggered Arrival	08:35-09:00
English	09:00-09:45
Maths	09:50-10:35
Break	10:40-11:00
Science	11:00-11:45
Humanities	11:50-12:35
Lunch	12:40-13:20
MFL	13:20-14:05
Staggered Exit	14:10-14:40

Students will enter and exit Brooke Weston Academy through the fire doors to the left of the Weston Theatre. This is also the entry point that you will drop/pick them up by car. There will be signs and staff members directing you to the correct position and students must use the markings on the floor to maintain the 2 metre social distancing. To support us with this arrangement at the end of the day, we ask for you to **text or call your son/daughter** to let them know you are outside. We will then dismiss your son/daughter to ensure that we can further ensure social distancing.

Break Times

During all break times students will need to use the markings on the floor to maintain 2 metre social distancing. All students will eat in the restaurant which has been set up to accommodate 2 metre social distancing at all times. We advise you to send your son/daughter with a filled water bottle to keep them hydrated throughout the day.

We will be providing lunch for your son/daughter which can be booked online and more details of this can be found in the booklet on our website. The first week, from 15th June, will be provided at no charge but from the week thereafter an online booking/payment system will be in place and more details next week.

Toilet Breaks

The toilets directly outside the Weston Theatre have been allocated for use by year 10 students. To ensure that we can maintain social distancing and good hygiene we are requesting that only one student be dismissed at a time.

Standards and Behaviour Expectations

Students are expected to uphold the Brooke Weston behaviour expectations at all times, and if you send your son/daughter into Brooke Weston Academy it will be assumed that you have read and agreed to the policy found on our website. It is important therefore that you take the time to read this with your son/daughter to help us keep staff and students safe: <https://www.brookeweston.org/attachments/download.asp?file=532&type=pdf>

Some of the key updates to the policy include:

- **Social Distancing:** Students are expected to maintain 2 metre social distancing and hygiene measures. If a student deliberately makes contact with another person or breaks the social distancing rules they will be sent home and not permitted back on site.
- **Disruptive Behaviour:** Students are expected to behave respectfully and appropriately at all times. Any concerns over student behaviour will be dealt with by a member of the Senior Leadership Team.
- **Phones:** Students will be allowed phones at the beginning and end of the day to ensure they can contact their parents/carers to support the staggered entry and exit times. Phones must be put away during all other times.
- **Equipment:** We will provide students with a book bag containing all the resources and equipment they need for the remainder of the term. This book bag will be the students' responsibility to bring with them every time they attend Brooke Weston Academy. Students will not have access to lockers.
- **Uniform:** The government guidance requires everyone to wash their clothes after they have been out of their house. Therefore students are permitted to wear their own clothing whilst attending school.
- **PPE and masks:** The government guidance states that there is no need for PPE to be worn in a school setting.

We would like to take this opportunity to thank you for your ongoing support and we look forward to welcoming your son/daughter back to Brooke Weston Academy. If you have any further queries regarding the reopening please contact Brooke Weston Academy on 01536 396366 or by email on BWAYear10Return@brookeweston.org.

Yours sincerely



Shaun Strydom
Associate Principal