Dear Parents/Carers,

As we come to the end of academic year, we wanted to write to all of our parents and carers, firstly to thank you for your continued support and secondly to inform you of some of our proposed arrangements for the new academic year. As more information comes to light over the next few weeks we will update and amend our guidance, therefore more specific and firm guidance will follow from 10th August 2020 along with a parent/student guide.

As you are aware, from Friday 17th July 2020, Brooke Weston Academy will be closed to all students for the four week summer break. This includes any children who have continued to attend school during the partial school closure, for example, key worker children.

We hope that your child has engaged well with the online learning platform (Microsoft Teams) during our period of school closure. The online learning platform will continue to form a part of your child’s curriculum even after normal lesson delivery resumes and will provide a source of support with the summer catch up packs during the break. We also hope that you found the online Parents’ meetings useful and informative, supporting with any queries you may have had about your child’s online education and with any queries around the new academic year.

**New academic year arrangements:**

Based on the current DfE guidance, the school will be open to all students (next year’s Years 8-11 and 13) from the 18th August 2020, following a staff training day on 17th August 2020. The school will also close for a second training day on 1st September 2020.


We are planning for a full re-opening in August 2020, whereby all students can resume their normal timetables and lessons, however to ensure that corridor congestion is minimised and that we adhere to staff distancing measures, we will likely be embedding the following protocols and ask for your support with the aspects that relate to parents and students.

During the first day, students will spend the morning with their tutors, ensuring they are comfortable with the new arrangements for the school day, break and lunch systems and the staggered exit process.

**Times of school day**

In order to reduce student traffic during the start and end of the school day, we will be incorporating differentiated entry and exit times for each year group, as well as different entrance points depending on your child’s year group. Students will also enter and exit the school building via the entrances outlined below, please can you ensure that your child is aware of this and more information will follow in the student/parent guidance distributed on the 10th August 2020.

It is also important to note that for the first 2 weeks in August, there will be no staying on and so students need to leave promptly after 16:05.
Entry/exit point and entry times:

Please note these entrance are based on student year groups from September (i.e. Year 7 now will be Year 8).

<table>
<thead>
<tr>
<th>Year 7 (New)</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12 (New)</th>
<th>Year 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Entrance</td>
<td>Main Entrance</td>
<td>Finance</td>
<td>Science/DT</td>
<td>Finance</td>
<td>Weston Theatre</td>
<td>Library</td>
</tr>
</tbody>
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Breakfast/Lunch

Students will be given a 15 minute break and 35 minute lunch each day during Period 1 and 3. The offer will be limited to hot/cold pack ups and more details will be provided on the 10th August 2020. It is recommended that students be provided with a break/breakfast snack as this will be limited in the morning to a healthy cereal bar or equivalent. Packed lunches can continue to be supplied and it is essential that students have water bottles with them to be able to drink throughout the day. Please remember to load WisePay accounts with money in order to ensure that students can use their cards to pay and free school meals will continue to be loaded on for students as happening in the past.

Transport

If your child takes a school bus it is vitally important to note that in order to travel on the school bus students is encouraged to wear a mask for each way of their journey. Masks must be removed on entry to the school building, and if it is disposable there will be bins at the entrance point for the mask disposal. Re-usable masks will need to be kept in your child’s bag until the end of the day for their return journey. This guidance may change however, and we will update you in August so please support us in ensuring that this service runs smoothly and safely.

Uniform

We expect all students to return to school in their full school uniform and correct footwear as well as with their school lanyards and student cards. Where required, new lanyards will be issued to each year group after arrival to replace their existing lanyards. As per the current DfE guidance, uniforms do not need to be cleaned any more than usual, or with methods different from normal.

Year group wings

In order to reduce student movement around the school building and thus cross contamination of year group pods, each year group will be assigned to a year group wing within the school building, and this will remain their year group wing for Term 1 of the academic year or until the DfE guidance is updated. For example, Year 7 will be based in the Performing Arts classrooms where their full curriculum will be delivered in the same classroom, by specialist teachers, who will move between the year/groups wings and maintain a 2m distance. It is important to note however that this cannot always be maintained in order to deliver all lessons, but were unable to be done DfE guidance will be followed to ensure that this is safe.

Behaviour

Students need to continue to adhere to the Academy’s behaviour policy and expectations and more information will be provided in the student booklet along with the link to the updated behaviour policy.

Attendance

School attendance will be mandatory in autumn and the usual rules on attendance will apply. Students are therefore expected to return to school. Please note the DfE guidance below on attendance for those who may need to shield:

‘A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).’
‘Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding.’

**Lockers**

In order to ensure years groups remain in their year group bubbles and their allocated parts of the school building, students will be unable to use their lockers, therefore students will need to keep with them in their classroom base all of their school possessions. Phones should be kept on silent in your child’s bag and only brought onto site at their own risk.

Student will be allocated a time during the first day of term 1 to empty their locker and take home any belongings they require. During the first two weeks, practical PE lessons will not be taking place so PE kits will not be required. If students need an item from their locker before the start of the new term, they can arrange a collection during week form by completing this form: https://forms.office.com/Pages/ResponsePage.aspx?id=t1wP0zVXNEK8ms3J3ihp6_FdlozfEepLtboSYPlpdAYRUNUIDNZc2SE5WIIIUkxGN1IxWk9YUE03QS4u

We would like to thank you for all of your kind words and cooperation to date and for following the guidance outlined within this letter that will support us with safely re-opening our school to all. We will write to you again in August with an update on the school opening plans and include the finalised guidance. We would also like to wish you a restful and relaxing summer break and thank you for your continued support.

Yours sincerely

Shaun Strydom
Associate Principal