

MRG/LT

Tuesday, 01 September 2020

Dear Parent/Carer

### Autumn Term – Important information for parents and carers of Year 8 – 10 students

On behalf of all the staff at Kirkby College Academy, I hope this letter finds you all safe and well.

#### Key information for September return

- The school term in September 2020 will start with two training days for all staff and subsequently on Thursday 03.09.2020 and Friday 04.09.2020 the academy will only be open to the year 7 intake and year 11 students only.
- Years 8, 9 & 10 will return on Monday 7<sup>th</sup> September 2020
- Students should be in full school uniform
- Bubbles are to be created; year 7 & 8, year 9 & 10 and year 11.
  - Year 7 & 8 to occupy identified rooms in Lower School as specified in the timetable
  - Year 9 & 10 to occupy identified rooms in Upper school as specified in the timetable
  - Year 11 to occupy rooms identified by a 'C' prefix as specified in the timetable
- Arrival and departure from the site
  - Year 7 & 8 by the lower school carpark entrance
  - Year 9 & 10 by the entrance adjacent to the Sports Hall
  - Year 11 by main pedestrian entrance
- The normal timetable will be in effect except for rooming, which will be devised to minimise the movement of students.
- Break and lunch will be staggered to prevent contact between Bubbles

#### Expectations:

- Social bubbles will be maintained throughout the day and high levels of hygiene including frequently washing and sanitizing of hands, supplementary cleaning of surfaces and changes to timetabled rooms will be in force.
- Important - If your child has any underlying medical conditions can you please contact the school on 01623 455925 or email [admin@kirkbycollege.notts.sch.uk](mailto:admin@kirkbycollege.notts.sch.uk)
- Parents and carers should not accompany students onto site. Students should be dropped off and collected from the school gate.
- Students should enter and depart via their allocated entrance only.
- Students should come directly to school and depart quickly – they should not wait for friends in other bubbles at the beginning or the end of the day.
- Where students must travel by public transport, they must follow government guidelines and ensure they wash their hands thoroughly on arrival. We recommend that students avoid public transport where possible.
- If students bring their bike, they must bring a lock as bikes will be secured in the bike shed on a 'one at a time' basis.
- All equipment for learning will be provided and should be brought daily
- There will be no access to water fountains. Students should bring their own bottle of water with them.
- Students on arrival should wash or sanitize their hands.
- Students should then go directly to their allocated assembly point.



- Students should work in their allocated seat for all lessons. A separate seating plan will be in place in specialist classrooms, but the same rules apply.
- Students must meet the behaviour expectations of the Kirkby College and adhere to social distancing outside of their bubbles.
- Mobile phones must not be used on school site.
- Any student not fully adhering to the strict safety and social distancing instructions will be isolated, parents contacted and sent home.
- Students will be allowed to go to the toilet in their allocated areas at appropriate points, however they will not be able to mix with students in other bubbles

If a student is currently shielding, self-isolating as someone in the household has symptoms or who has symptoms themselves, should not attend school as stated in the guidance issued by the government. Students who develop symptoms will be sent home and advised to self-isolate for 7 days. If a student develops symptoms, they should not attend school and parents must inform school immediately.

The Government has stated that all students are expected to return to school in September. Penalties and sanctions will be applied if a student's absence is not authorised. By sending your child to school we are all agreeing to the terms detailed on this document.

Can I please ask that if your child has any allergies, you notify us immediately in order that the necessary measures can be put in place in the school canteen.

There will be lots of changes in evidence when students return in line with Government guidance. Our expectations in terms of attendance, uniform and behaviour will, however, remain the same.

### **Attendance**

Students are expected to attend as normal and meet or exceed the target of 96%. You will be able to see updated attendance data on our new School Gateway app, showing you instantly the difference a day off school makes. Please try to make appointments outside of the school day but where this is not possible, the expectation is that students should come in to school before the appointment and return after it.

### **Uniform**

All students are expected to wear their full uniform in September; this will be checked daily. We always have items of uniform to lend in the short term if an item is lost, damaged or worn out. This is available from Student Services. As we only have limited supplies of ties and badges in stock and we are trying to limit the number of adults on site, we would ask that uniform is purchased from Clement Taylor in Sutton. Should Government guidelines change on the wearing of uniform, we will communicate this to you. If you would like your child to wear a face mask in September, these need to be of a plain appearance, which cover the nose and mouth only. If we deem the covering to be unsuitable, we will ask students to remove it and give them a temporary mask to use for the rest of that day.

These are extremely unusual circumstances, if you have any questions or concerns please contact school and your enquiry will be directed to the appropriate member of staff

Yours sincerely



Mr M Golden  
Headteacher