

22 July 2020

Dear Parent

Our plans for September are still not completely finalised as they are subject to change following a government review in August, however I have attached below an outline of our proposed plans for September which will allow all students to return to a full-time timetable.

School will close to all students on Friday 24th July and we plan to re-open for all Year groups at the start of the autumn term:

- School will be open to our new Year 7 students only on Monday 7th September. This is to allow induction activities to take place for all our new students as this was not able to happen during the summer term.
- Students in all other Year groups will have a staggered start over the week beginning Monday 7th September. Students will stay mainly in their tutor groups during this week and will have activities designed to support their return to school.

Day	Year groups in school
Monday 7 <sup>th</sup> September	7
Tuesday 8 <sup>th</sup> September	7 and 11
Wednesday 9 <sup>th</sup> September	7,10 and 11
Thursday 10 <sup>th</sup> September	7, 9, 10 and 11
Friday 11 <sup>th</sup> September	7, 8, 9,10 and 11

- The school will be divided into Year group 'bubbles' and will have lessons in separate areas of the school site.
- The school will operate staggered start and finish times and students will enter and exit the site using either the main gate or the service gate. Students must not come on school site before these times:

Year group	Arrival time to school	Lesson start time	Finish time	Entrance and exit gate
7	8.35am	8.45am	2.45pm	Main gate
8	9.50am	10.00am	4.00pm	Main gate
9	9.05am	9.15am	3.15pm	Service gate
10	9.20am	9.30am	3.30pm	Main gate
11	8.20am	8.30am	2.30pm	Service gate

- Lunchtimes will be staggered and reduced to 30 minutes. Students in each Year group bubble will be allocated an indoor and outdoor zone in which they must remain. Cleaning will take place between sittings.
- To allow for effective hygiene, hand sanitiser, wipes, tissues and lidded bins will be in each room.
- Teachers will move to each classroom and between 'bubbles', as per government guidance, maintaining a 2 metre distance from students whenever possible. Students will remain in their zone throughout the day.

- Equipment cannot be shared between students. See below for a full list of essential equipment. Additional specialist equipment may be required for option subjects.
- Students must bring a reading book into school every day.
- Support for SEND students will continue from September, with Teaching Assistants allocated to each 'bubble'. Due to the fact that student bubbles cannot mix, the Learning Centre will not be able to operate in September.
- All students should be in full school uniform on returning to school in September. Latest government guidelines state that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Students in Year 7 – 9 will have core PE lessons, the changing rooms will not be in operation, therefore students will need to come into school in their PE kit on the day that they have PE on their timetable.
- There will be a limited range of sandwiches available at lunchtime; no hot food will be served. Students eligible for Free School Meals will receive these in school as normal; the voucher scheme will end after the summer holiday. Students will no longer be able to come onto school site for breakfast in the morning.
- School cannot accept cash under any circumstances, accounts for food at lunchtime should be credited via the online Gateway system. Details of how to use the Gateway system are available on the school website. The fingerprint system will not be used in school.

I realise that these provisional plans will mean a significant change from the way that the school normally operates, however all necessary steps are being taken to ensure that we are creating a safe provision for our students and staff.

It just remains for me to say a huge thank you to all parents for the support they have provided to our youngsters while they have been remote learning and to the dedicated staff at Lees Brook for all their hard work during the last few months.

Yours sincerely

A handwritten signature in black ink that reads "Zoe House". The signature is written in a cursive style with a large initial 'Z'.

Zoe House  
Headteacher

## Essential equipment required for September:

- Pens – blue/black and red
- Pencil
- 30cm ruler
- Eraser
- Sharpener
- Scientific calculator
- Maths set
- Glue stick
- Highlighter pen
- Fine whiteboard pen
- Felt tips
- Coloured pencils