

26 August 2020

Dear Parent

Arrangements for Next Academic Year – Further Information

I am conscious that you and your child will have been awaiting more information on what the start of the new academic year will look like. I am sure that by now you will have read the letter from Mrs House, dated 22 July. If you have not seen this letter yet, it is available via the school website at [http://leesbrook.co.uk/images/Websitefiles/2020/Announcements/Information for full school opening - 220720.pdf](http://leesbrook.co.uk/images/Websitefiles/2020/Announcements/Information%20for%20full%20school%20opening%20-%20220720.pdf)

I wanted to write to add to this information and provide more information about the first week of term. Students will get more information and plenty of opportunity to ask questions throughout their first week – so if they are unsure of anything after you have read through this letter with them, please encourage them to ask their form tutor.

The First Day of School

The autumn term of 2020 will start for Year 7 on Monday 7 September. We have made arrangements so that Year 7 will be the only year group in school on their first day. This will allow them to receive plenty of support from staff as soon as they arrive and get to know their new school without other year groups around. Year 7 students should arrive via the main school gates on Morley Road at 8.35am. Students must not arrive earlier than this time. It would be advisable to practice the journey between home and school before Monday 7 September so you and your child know how long it will take them. Staff will be on hand at the gates and around the school site to direct students to where they need to go. They will then be met by their form tutor and escorted to their zone ready for registration at 8.45am.

Although your child may be nervous about their first day of secondary school, parents must not accompany them onto school site. Staff around the site will be busy supporting Year 7 students as they arrive and there will not be capacity to meet with individual parents at this time. Should you have specific queries or information to discuss, please contact your child's form tutor via email.

On the first day your child will have a tour of the school, receive more information about how the school day is organised and begin to build relationships with their tutor group. As they will be the only year group in school on this day, there is no risk of them coming into contact with another year group 'bubble' throughout the day.

The school day will end for Year 7 students at 2.45pm and students will be expected to make their way straight home. It will not be possible for them to remain on school site.

The Rest of the First Week

The start of each day will be the same. Students should arrive at 8.35am, will be met by their form tutor and will be escorted to their zone. It is important that students arrive on time as other year group 'bubbles' will be arriving at other times as the week progresses.

Throughout the week, students will complete induction activities in tutor groups as well as having induction lessons from a range of subjects. They will also be introduced to our ICT systems so they can begin to become familiar with how these work. I have included an overview of the transition week timetable so that you can see what lessons your child will be doing on each day.

On the day that they have PE, students should come to school in their PE kit. They will not need to bring their uniform to school as they will stay in their PE kit throughout the day. Should the weather be unsuitable to do PE outside, an alternative indoor lesson will take place. I have highlighted the PE session for each tutor group on the induction week timetable. Please ensure your child comes to school in their PE kit on the day they have PE.

Each day will end for Year 7 at 2.45pm and students should make their way straight home at when dismissed from school. Again, other year groups will be being dismissed as part of a staggered programme and so students will not be able to remain on site after being dismissed.

Arrangements at Break and Lunchtime

Morning break for Year 7 will take place at 10am. It will not be possible to purchase food or drinks from school during break, so students will need to bring their own should they wish to have anything at this time. Please note that only still water should be brought to school. Students should bring enough water to get them through the day as it will not be possible for them to refill water bottles. Students will remain in their classroom during morning break.

Your child will have the option to pre-order lunch from school. This will be from a limited cold menu and will include a sandwich (choice of ham or cheese), a cake/biscuit, a piece of fruit and a bottle of water. This will be a fixed price meal deal and will cost £2.20. No other food or drink will be available from school, so students will need to bring their own lunch if they do not wish to order a meal from school. Meals will be ordered a day in advance during morning registration. On the first day of school, students will be able to order for that day and the following day. Should your child wish to order food, they will need to have enough money on their school Gateway account. Details of how to use the Gateway system are available on the school website.

After the First Week

During their transition week, Year 7 students will receive their timetable. It would be a good idea to make a copy of this to keep at home in case students misplace their original copy. Their form tutor will also explain the format of the school day from that point on. The outline of this for Year 7 will be as follows:

- Students arrive at 8.35am and be met by their teacher for lesson 1 each day
- Students escorted to their zone for that day and registered at 8.45am each day
- Morning lessons run from 9.00am to 12.15pm each day, with a 15 minute break in this time
- Lunch will run from 12.15pm to 12.45pm each day
- Afternoon lessons run from 12.45pm to 2.45pm each day
- Students dismissed and leave site at 2.45pm each day

Afternoon lessons will be taught in the same room as the morning lessons. This will prevent students from having to cross into a zone that has already been used by another year group 'bubble' that day.

Medical Arrangements

I am aware that some students joining us in September have specific medical needs. Our school nurse, Mrs Wright, will make arrangements to visit students in their zones as needed throughout the day. However, should a student feel unwell during the day, they should inform their teacher as soon as possible.

I hope that this has answered many of the questions you and your child had regarding starting secondary school in September. I am sure that more questions will have come up as you have read through this letter with your child. Please encourage them to have these ready to ask their form tutor during their induction week. Mrs House will be writing to all parents again soon to give further information following any further government updates that impact on schools, so please keep an eye out for that letter.

I hope that you and your family continue to stay safe and enjoy the remainder of the summer break. I am very much looking forward to welcoming your child to Lees Brook on Monday 7 September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Moore', with a long, sweeping horizontal stroke above it.

Chris Moore
Head of Year 7

Year 7 Induction Week Timetable: Monday 7 – Friday 11 September 2020

	Monday					Tuesday					Wednesday					Thursday					Friday				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
7BAH	FTP	FTP	FTP	FTP	FTP	ICT	FTP	SCI	ENG	FTP	FTP	TECH	FTP	HUMS	FTP	FTP	MFL	MATH	FTP	PE	FTP	FTP	FTP	FTP	FTP
7BRJ	FTP	FTP	FTP	FTP	FTP	FTP	ICT	SCI	HUMS	FTP	FTP	TECH	FTP	ENG	FTP	PE	FTP	MATH	MFL	FTP	FTP	FTP	FTP	FTP	FTP
7ELL	FTP	FTP	FTP	FTP	FTP	FTP	HUMS	MFL	FTP	ICT	FTP	MATH	FTP	ENG	FTP	FTP	PE	TECH	SCI	FTP	FTP	FTP	FTP	FTP	FTP
7HEY	FTP	FTP	FTP	FTP	FTP	FTP	MATH	FTP	ENG	FTP	ICT	FTP	PE	SCI	FTP	FTP	TECH	HUMS	MFL	FTP	FTP	FTP	FTP	FTP	FTP
7RLM	FTP	FTP	FTP	FTP	FTP	FTP	TECH	FTP	ENG	FTP	FTP	HUMS	ICT	FTP	PE	FTP	MFL	MATH	SCI	FTP	FTP	FTP	FTP	FTP	FTP
7THG	FTP	FTP	FTP	FTP	FTP	FTP	HUMS	FTP	TECH	FTP	MFL	FTP	ENG	FTP	ICT	FTP	MATH	SCI	PE	FTP	FTP	FTP	FTP	FTP	FTP
7UPJ	FTP	FTP	FTP	FTP	FTP	FTP	ENG	FTP	MFL	FTP	FTP	FTP	MATH	TECH	FTP	ICT	SCI	PE	HUMS	FTP	FTP	FTP	FTP	FTP	FTP
7WAM	FTP	FTP	FTP	FTP	FTP	FTP	PE	FTP	MATH	FTP	FTP	ENG	SCI	FTP	FTP	HUMS	ICT	MFL	TECH	FTP	FTP	FTP	FTP	FTP	FTP

ENG: English

FTP: Form tutor period

HUMS: Humanities

ICT: ICT induction session

MATH: Maths

MFL: Languages

PE: Physical Education (*students should come to school in their PE kit on the day they have their PE lesson*)

SCI: Science

TECH: Design & Technology