



# THE WELLS ACADEMY

*BE KIND. WORK HARD. ACHIEVE GREATNESS*

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Dear Parents/Carers and Students,

I would firstly like to take this opportunity to thank you all for the tremendous support you have shown the academy over these challenging times. The last few months have presented many difficulties for us all but due to the fantastic work from the staff and the support from our community we have been able to continue providing a level of care and education to support our young people.

As you will have seen, the Government have made the decision that all students are to return to school in September. I would like to take this opportunity to reassure all parents/carers that we are taking all the necessary precautions to ensure your child and staff are safe at the academy. The safety of our staff and students is paramount and we are following Government guidance to ensure we can provide a safe learning environment for all. I appreciate there is a lot of information in this letter but think it is important you are made aware of all the arrangements.

## **Attendance**

The Government have been clear in their guidance that all parents/carers must send their children back to school in September. Although we understand some parents/carers will be feeling nervous about this, it is important that you do send your child back to school to avoid being fined. Academy expectations are that all students have at least 97% attendance and strive to achieve 100%. This letter will outline the Academy's plans for your child's safe return.

## **Masks**

Following the DfE guidance, the academy has made the decision that where social distancing is difficult namely corridors the use of face covering, or masks will be permitted. However, face coverings and masks are not to be worn in lessons.

If you have any concerns about the wearing of masks and believe that due to a serious medical issue your child should wear a mask at all times, please contact the relevant year team to discuss the need for a risk assessment. This guidance will be reviewed regularly and any changes to this will be communicated to you.



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## Revised Operating Procedure (ROP) and associated Risk Assessments (RAs)

The ROP and RAs have been re-written and will be available to view on the Academy website by the end of the week. These documents provide the detail about how The Wells Academy will be a COVID-secure Academy under the new government guidance.

### First Week Back

The Academy has made the decision to phase the return of students for the start of the 2020-21 academic year. This will allow us to inform students of the new COVID measures and go through the new policies and routines of The Wells Academy. Below is the schedule that outlines the phased return back to school. Please ensure that your child attends school at the designated time.

Dates	
Monday 31st August	<b>Bank Holiday- Academy not open</b>
Tuesday 1 <sup>st</sup> September	<b>Staff Training- No Students</b>
Wednesday 2 <sup>nd</sup> September	<b>Staff Training- No Students</b>
Thursday 3 <sup>rd</sup> September	<b>Year 7 &amp; 11 students return</b> <ul style="list-style-type: none"><li>▶ 8:30am Year 7 students arrive</li><li>▶ 8:40am Year 11 students arrive</li></ul>
Friday 4 <sup>th</sup> September	<b>Year 7 &amp; 11 students return</b> <ul style="list-style-type: none"><li>▶ 8:30am Year 7 students arrive</li><li>▶ 8:40am Year 11 students arrive</li></ul>
Monday 7 <sup>th</sup> September	<b>Year 8 students return</b> <ul style="list-style-type: none"><li>▶ 8:30am Year 7 students arrive</li><li>▶ 8:30am Year 11 students arrive</li><li>▶ 8:40am Year 8 students arrive</li></ul>
Tuesday 8 <sup>th</sup> September	<b>Year 9 students return</b> <ul style="list-style-type: none"><li>▶ 8:30am Year 7 students arrive</li><li>▶ 8:30am Year 11 students arrive</li><li>▶ 8:40am Year 8 students arrive</li><li>▶ 8:45am Year 9 students arrive</li></ul>
Wednesday 9 <sup>th</sup> September	<b>Year 10 students return</b> <ul style="list-style-type: none"><li>▶ 8:30am Year 7 students arrive</li><li>▶ 8:30am Year 11 students arrive</li><li>▶ 8:40am Year 8 students arrive</li><li>▶ 8:45am Year 9 students arrive</li><li>▶ 8:40am Year 10 students arrive</li></ul>

Year groups who have the same arrival time will be separated at the gates and will take different paths to their designated zones.

Students will be inducted into the new routines, including lining up and being collected by tutors from their allocated outdoor zones, learning about the new guidance to keep safe and prevent the risk of COVID spreading whilst at the Academy and understanding the Academy's expectations around attendance, uniform and behaviour, especially important at this time.



## Staggered start/finish and Academy zoning

In line with the guidance, the Academy will stagger the start and finish times of the students in order for them to observe the distancing measures required. Students will need to ensure that they are at their designated areas at the start time required and should therefore arrive at school slightly before this time to ensure they are not late.

As per government guidance, the Academy has also been re-zoned so that students are taught in their year groups in the same part of the Academy to reduce movement across 'bubbles' of students. As you can see from the table below, each year group 'bubble' has been allocated its own area of the Academy, its own entrance/exit, toilets and outdoor area.

Year group	Start time	Meeting point	Classroom locations	Entrance/Exit	Break & Lunch location	Finish time* (Monday)	Finish time (Tue-Fri)
7	8:30am	Year 7 Quad	Year 7 base	Year 7 base	Year 7 quad (front & back)	1:50pm	3:05pm
8	8:40am	Front active yard	C floor corridor (Maths)	Student support entrance	Front active yard	1:55pm	3:10pm
9	8:45am	Year 7 Quad	C floor corridor (English)	Canteen entrance	Back active yard	1:55pm	3:15pm
10	8:40am	Back active yard	E floor	Student reception	Back active yard	2:00pm	3:20pm
11	8:30am	Front Active yard	D floor	Student support entrance	Front active yard	2:00pm	3:20pm

\*The Academy will continue to finish early for students on a Monday (2:00pm)

***These timings will be in place from Wednesday 9<sup>th</sup> September. Please see timings for the first days back on the previous page.***

When students arrive during the first week back, staff will walk students through the new routines and rituals which include walking at 1 metre distance from each other round to their year group bubble at the 'meeting point' allocated to their tutor group outside. The tutor will then collect their tutor group and bring them into their classroom. This will be the 'new norm' and will form part of our start to the day morning routines.

***N/B As per government guidance, we are not able to have students seated at 1 metre distance in classrooms but students will be kept in year group bubbles. Where students move between classes in their bubble, to the canteen for lunch or to go outside to their zoned area etc. 1m distancing is required.***

## Drop off and Pick up

**No students are allowed on site before 8:20am. There will be no breakfast club before the Academy day starts during phase 1 of re-opening. This also applies to after Academy clubs for the first few weeks.**



It will still be possible to drop your children off at the Academy at the top of the drive, though no parents will be able to access the Academy site. Parents/carers dropping off students will need to arrive for drop offs as close to the staggered start times as possible. Where pupils from multiple year groups are being dropped off this will be possible, but pupils will need to socially distance at the top of the drive until their allocated start time. This is so that we can safely move students into their year group bubbles at 1m distance.

Year group	Drop off time
7	8.25am
8	8.35am
9	8.40am
10	8.35am
11	8.25am

### Transport

Any students who uses any form of public transport to get the Academy **must**, as per government guidance, wear a mask. When students arrive at the Academy, they may wear their mask on the corridors, but they must not be worn in lessons.

### Uniform

It is expected that all students attend the Academy in full uniform as per government guidance. This includes; Academy blazer, black v neck jumper, white collared shirt, black trousers (not tight fitting), black skirt (knee length and not tight fitting) and polishable black shoes.

We will be providing all pupils with new ties, free of charge, with the colours being allocated based on year groups. The ties are colour coded so that we can easily identify year group bubbles and will be as follows:

Year group	Tie colour
7	Green
8	Red
9	Blue
10	Purple
11	Gold

We would welcome students who have a tie which is still in good condition (no markings or stains) to hand this in on their first day back to be used as part of our spare uniform stock. Any student who hands in their current tie will be given a free equipment pack (sold at the academy for £1.90). These returned ties will be washed thoroughly before being used.

Finally, gel/false nails and excessive piercings including any facial piercings are not permitted. Please ensure your child does not arrive to school in September with new facial or excessive piercings. If they do, they will be asked to remove them or be sent home before they can enter the Academy.



## PE

Government guidance has stated that we cannot use changing rooms at the moment and therefore there are, at present, no facilities for students to change safely between normal school uniform and PE kit. As a result, PE will be heavily modified according to government guidance e.g. no contact sports etc. We are awaiting further clarification on the guidance around changing rooms and therefore we will not make a final decision about our PE provision until Monday 7<sup>th</sup> September. As a result of this, there will be **no practical PE lessons taking place until Monday 14<sup>th</sup> September.**

## Catering

There will be NO cash at all allowed on the Academy premises from September. The cash top up machines formally used by students will be unavailable. Therefore, all payments must be made via ParentPay. If you currently have an account with the academy, then this can continue. If you do not have access to a parent pay account, then information will be provided to you within the week to ensure that you can be set up with one.

There will be no breakfast clubs or any food or drinks service at break time with food and drinks only being made available at lunch. If you would like your child to have a snack at breaktime, please send them with a snack from home.

As we are avoiding mass gatherings, lunch times will be split with no more than two year groups on at a time. As per the guidance, year group bubbles will be separated at lunch with one year group having lunch in the canteen and the other having lunch in the main hall. Due to the logistics, the only food which the academy will be serving is sandwiches and paninis. Students will be able to bring a packed lunch and eat this in the designated area.

We are mindful that some parents/carers will not have a ParentPay account set up. If this is the case, please do not worry. You need to let the school know and we will assist you in making sure you are able to set up an account.

### Monday

#### *Break*

Year group	Time	Location
7	9:50 – 10:05	Year 7 Base & Quad
8	9:50 – 10:05	Main Hall & Front Active Yard
9	9:50 – 10:05	Canteen & Back Active Yard
10	10:40 – 10:55	Canteen & Back Active Yard
11	10:40 – 10:55	Main Hall & Front Active Yard

### Tuesday-Friday

#### *Break*

Year group	Time	Location
7	10:00 – 10:15	Year 7 Base & Quad
8	10:00 – 10:15	Main Hall & Front Active Yard
9	10:00 – 10:15	Canteen & Back Active Yard
10	11:00 – 11:15	Canteen & Back Active Yard
11	11:00 – 11:15	Main Hall & Front Active Yard



### Lunch

Year group	Time	Location
7	12:10 - 12:40	Year 7 Base & Quad
8	11:45 – 12:15	Main Hall & Front Active Yard
9	11:45 – 12:15	Canteen & Back Active Yard
10	12:35 – 13:05	Canteen & Back Active Yard
11	12:35 – 13:05	Main Hall & Front Active Yard

### Lunch

Year group	Time	Location
7	12:45 - 13:10	Year 7 Base & Quad
8	12:15 - 12:40	Main Hall & Front Active Yard
9	12:15 - 12:40	Canteen & Back Active Yard
10	13:15 – 13:50	Canteen & Back Active Yard
11	13:15 – 13:50	Main Hall & Front Active Yard

The counters and surfaces in the canteen will be cleaned down between each sitting to avoid any potential contamination.

All water fountains will be turned off and students will not be able to refill their water bottles. Students should bring their own water and can purchase extra water at lunch time.

### Equipment/Items needed

- Own water bottles (no water fountains available for use)
- Pencil Case
- 2 x Black/Blue pens
- 2 x Green pens
- 2 x Highlighter (different colours)
- 1 x Glue stick
- 1 x Pencil
- 1 x Pencil Sharpener
- 1 x Rubber
- 1 x Ruler

The following equipment can be purchased from the Academy for **£1.90** using ParentPay with further information available on the website. Alternatively, if students return their Academy tie, in a good condition, in September then they will be given a free equipment pack.

I appreciate there is a lot of information contained in this letter but believe it is all necessary for a smooth start to the new school year. If you have any questions, please contact the school via our Facebook page (The Wells Academy) or using the email address [adminr@thwellsacademy.org](mailto:adminr@thwellsacademy.org).

Finally, thank you all for being so supportive of the Academy, especially these past few months and for the kind words of praise for our staff. We are thrilled to be seeing our students again in September.



Mr Shepherd

*Proud to be Principal of The Wells Academy*



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