



NOTTINGHAM ACADEMY

The Wells Academy Campus
Principal: Mr M Shepherd
PA to the Principal: Miss N Jones
Ransom Road
Nottingham NG3 5LR

Telephone: 0115 748 3390
Email: adminr@nottinghamacademy.org
Website: www.nottinghamacademy.org
 Follow us @Notts_WellsAca
www.facebook.com/TheWellsAcademy/

12th June 2020

Dear Parent/Carer,

We are delighted to be welcoming your child back into the Year 10 provision. You should have been provided details about which week your child is due to attend and what options subject that they will be working on that week.

When your child returns to school it may feel quite different to them due to the changes that we have had to make in order to ensure the safety of students and staff. In order to prepare them for these changes I have included a list of procedures and expectations below. It would be useful if you could discuss these with your child before they return to school.

Procedures and Expectations

- You must arrive on site for 9.30am and line up in the designated area, maintaining social distances.
- You will not be allowed to enter the building after 9.40am. If you arrive in school after this time you will be sent back home.
- You do not need to wear school uniform, but you must make sure that you dress appropriately and that you wear clean clothes every day.
- Normal School rules about mobile phones apply.
- You will be escorted into school via the student reception. You must maintain social distancing whilst moving through the school (there are markings on the floor). You will be escorted to C floor.
- You will be supervised in washing your hands before being escorted to your designated class rooms.
- Classrooms will have a maximum capacity of 9 people (1 member of staff and 8 pupils).
- You will sit at the desk that is allocated to you, as indicated with a sticker with your name on. You must not change desks.
- You will remain in your seat in the classroom, you cannot get up and wander around the room.
- If you need the toilet you will need to make the member of staff aware. They will arrange for a senior member of staff to escort you to the bathrooms. The senior member of staff will wait outside the bathrooms for you and escort you back to your room.
- You are not allowed to bring food into the provision.
- You should bring a drink into the provision. The water fountains will not be available, and you must not fill a bottle at the taps. You must take any bottle with you at the end of the day or put the empty bottle in the bins provided.
- You will be provided with new equipment at the start of the week. You must not share your equipment with any other pupil. Equipment must remain in school for each day you are in. At the end of your four days you may take the equipment home with you.
- You will not have an outside break time. Your teacher may let you have a learning break in the classroom but during this time you will not be allowed to leave your seat.
- Your time in school will end at 12.30pm. No lunch will be provided. If you are entitled to a free school meal your parents/carers will continue to receive a free school meal voucher.

- At 12.30pm you will be supervised in washing your hands again.
- You will then be escorted from C floor towards the art room and down the stairs. You will leave via the Student Support doors. You must maintain social distancing as you move around school, up the drive and home.

Behaviour

- **The Academy consequence system will be in place for any students who disrupt learning**
- **Any student who fails to follow the procedures outlined above or displays deliberately unsafe behaviour will be sent home from the provision and will not be able to return.**

If you have any questions regarding any of the above, please do not hesitate to contact your child's Head of House:

Clumber – lboag@nottinghamacademy.org

Sherwood – sbailey@nottinghamacademy.org

Newstead – htideswell@nottinghamacademy.org

Wollaton – jbullock@nottinghamacademy.org

Rufford – acrofts@nottinghamacademy.org

I know that you are doing all you can to ensure your child engages with the learning available to them and your support in preparing your child for their return to school is greatly appreciated. Thank you once again and I wish you all good health.

Yours Faithfully



Mr Shepherd – *Proud to be Principal of The Wells Academy*



'Be Kind. Work Hard. Achieve Greatness.'