

20 August 2020



**Holderness Academy**  
& Sixth Form College

Dear Parent,

### **Full Opening of School**

Over recent weeks, the Government has reaffirmed their intention for all schools to open fully for all children from the start of the new Autumn term. Following a thorough risk assessment of our site, I can confirm that we will reopen for students starting on Wednesday 9 September. We will operate a phased return and there will be some significant changes to the way in which the school will operate.

This letter sets out those changes; please read it carefully.

### **Phased Return**

Wednesday 9 September - **Year 7 and 12 students ONLY**  
Thursday 10 September - **ALL students return**

**Attendance is compulsory, and all students are expected in school at 8.30am from this date.**

### **Year Group Bubbles**

One of the key elements of the Government's guidelines is for year groups to be kept apart, as much as possible, from other year groups. This is extremely difficult in a large secondary school. However, we have put in place the following measures to ensure that cross-year group mixing can be kept to a minimum.

- On arrival students should use the entrance highlighted in the table below and assemble in their zoned area outside for 8.30am. There will be no access to the school building before that time. From here, they will be taken by their tutor to their classroom within their zoned area inside the building.
- If arriving by car, parents may use the drop off area in the Bus Park and students will be directed through the appropriate gates to their zoned area.
- Students will also have their own outside social area at break and at lunch; on wet days, they will also have a dedicated social area inside.
- Students will not be able to enter into the social area of another year group.
- Within their allocated area, or in close proximity, there will be hand sanitiser stations, food collection and toilet facilities.
- Duty staff will supervise these areas as normal.
- Most lessons will take place in the zones highlighted below to limit student movement. Staff will travel between rooms, instead of students.
- Students may be required to move classrooms for specialist subjects such as Science, PE, DT, ICT and Arts subjects. They will be collected from their zone by their teacher for these subjects.
- Assemblies will not take place in the Main Hall for the foreseeable future, key messages will be given during the tutor period at the start of the day.

Explorer • Scholar • Leader • Collaborator



<b>Student bubble</b>	<b>Start time</b>	<b>Location for drop-off and entering school</b>	<b>Outside Zone</b>	<b>Inside Zone</b>
Year 7	8.30	Bus Park and then through Lower School gates to zoned area on Year 7 playground	Year 7 Playground Year 7 zone	MFL/Learning Support rooms Lower School
Year 8	8.30	Bus Park and then through Lower School gates to zoned area on Year 7 playground	Year 7 Playground Year 8 zone	P&E/Science classrooms Lower School
Year 9	8.30	Bus Park and then through Lower School gates to zoned area on Upper School Yard	Upper School Yard Year 9 zone	Humanities Upper School
Year 10	8.30	Bus Park and then Upper School gates to zoned area on Upper School Yard	Upper School Yard Year 10 zone	English Upper School
Year 11	8.30	Bus Park and then Upper School gates to zoned area on Upper School Yard	Upper School Yard Year 11 zone	Maths Upper School
Year 12/13	8.30	Bus Park and then Sixth Form Centre	Sixth Form Centre	Sixth Form Centre

### **The School Day**

The school day will remain the same but break and lunch times will be staggered to minimise contact between year groups. Students will follow a two-week timetable with five lessons each day. There will be a slight stagger at the end of the day from 2.55pm to allow dismissal in year groups.

### **Break and Lunch Provision**

Each year group will have their own space for break and lunch. Unless the weather is extreme, this will be outside, therefore we recommend a suitable outdoor jacket to be worn over their blazer. Not only is this a safer option, but lessons will still be taking place for students in other year groups during these times, so certain areas of school building will not be available to those on break/lunch.

In extreme weather, inside provision will be made. Each day, Mr Truran will determine whether we implement indoor or outdoor arrangements.

In the first few weeks of term, menu options will be limited (wraps, pasta pots, sandwiches, fruit etc.) and will be available in both canteens. We will review this as soon as possible, and hope to be able to offer a wider range of food options as soon as possible. Students will be able to bring their own packed lunch. Please be aware that water dispensers are out of use, and therefore students should bring their own water bottle.

Students on Free School Meals will continue to be able to access hot food although, as stated, the choices may be limited.

Break	Time	Food Collection	In	Out	Toilet	Social Area	Wet Area
Y8	10.00 - 10.15	LS Canteen	Door 1	Door 2	Year 7/8	Year 7 Playground	Main Hall
Y9	10.15 - 10.30	LS Canteen	Door 1	Door 2	Year 7/8	Year 7 Playground	Main Hall
Y7	10.30 - 10.45	LS Canteen	Door 1	Door 2	Year 7/8	Year 7 Playground	Main Hall
Y10	10.45 – 11.00	LS Canteen	Door 1	Door 2	Year 7/8	Year 7 Playground	Main Hall
Y11-13	11.00 - 11.15	LS Canteen	Door 1	Door 2	Year 7/8	Year 7 Playground	Main Hall

Lunch	Time	Food Collection	In	Out	Toilet	Social Area	Wet Area
Y8	12.25 - 12.55	LS Canteen	Door 1	Door 2	Year 8	Year 7 Playground	Year 8 Social area
Y9	12.25 - 12.55	US Canteen	Door 1	Door 2	Year 9	Upper School Yard – Year 9	Year 9 Social area
Y7	12.55 - 1.25	LS Canteen	Door 1	Door 2	Year 7	Year 7 Playground	Year 7 Social area
Y10	12.55 - 1.25	US Canteen	Door 1	Door 2	Year 9	Upper School Yard - Year 10	Year 10 Social area
Y11-13	1.25 - 1.55	US Canteen	Door 1	Door 2	Year 11	Upper School Yard - Year 11	Year 11 Social area

\* Please note Sixth Form students will have break and lunch in the Sixth Form centre

### School Transport

Students who access the school buses will be able to travel on them as normal but must observe social distancing and hygiene measures. **Students must wear a face covering.** Year 7, 9, 12 and 13 students will be encouraged to sit downstairs on the bus in both directions. Year 8, 10 and 11 students will be encouraged to sit upstairs. I will share the information received from the Local Authority about school transport next week, as well as specific information about seating arrangements on the buses.

### Teaching and Assessments

Once in school, learning will take place as normally as possible. Teachers will set homework. I will write to you in the new term with more information on how we will provide you with feedback on your child's progress.

### Curriculum

It is our intention that all students should continue to study a broad and balanced curriculum. Additional safety measures will be in place when using specialist equipment and some activities may be temporarily unavailable, such as singing, group activities, contact sports etc.

### Catch-Up

We are fully aware that a significant time away from school will mean gaps in knowledge that will need to be addressed. Our teachers have planned a range of assessments to identify these gaps and created activities to support students. Throughout the course of the year we will contact you regularly with information on additional support that will be offered.

### **Expectations and Behaviour**

The first priority in September will be to establish safe routines in school for the safety of everyone, including wider families and the local community. Our behaviour policy has been updated to reflect the new expectations upon students.

It is imperative that all students model exceptional behaviour at all times and any behaviour which is defiance and/or, in the opinion of the school, puts others at risk, will not be tolerated. Your support with this is greatly appreciated.

Our full school uniform policy will also be in operation from the start of the new term. Please find a copy [here](#).

### **Attendance and Punctuality**

The Government has made it clear that attendance in school is compulsory and we are empowered as normal to pursue non-authorised absence from school. We are aware that some families continue to be required to isolate themselves. It is important that you keep us as informed as possible about any changes in your family circumstances which prevents your child from attending school. Because of the measures in place to maintain year group bubbles, it is also crucial that all students are punctual to school. Lateness to school will continue to incur a sanction and your support in ensuring that your child attends school on time is appreciated.

### **Safety and Hygiene Measures**

In order to reduce the risk of transmitting the Coronavirus, we have undertaken significant measures which will affect the way in which we all operate. These include;

- As Government guidance states, where possible, children in a year group should not mix with students in other year groups but are safe to mix, where necessary, with children in their own year group. We will, however, continue to keep group activities to a minimum.
- As people who are at greater risk, adults in school will still endeavour to keep 2 metre distance from students. Where closer contact is required, the advice is to avoid face to face contact and to have a conversation side by side. Students will be advised of this and told that they should keep a distance from staff as much as possible.
- We will promote cleaning of hands more often than usual. Each zone and classroom is equipped with hand sanitisers and students will be expected to use these frequently throughout the day.
- Students will not be permitted to share work or resources. They should ensure that they arrive to school fully equipped.
- We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend.
- We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- All classrooms will be cleaned thoroughly before children arrive, and daily after they leave. Where possible, frequently touched surfaces (desks, door handles, etc.) will also be cleaned during the day (at break, lunch, etc.)
- Access to the school grounds and buildings will be severely restricted to anyone other than staff or students. Other than to drop your child off in the morning, you will not be permitted to enter the school site unless you are invited to do so. If you need to speak to a member of staff, please telephone in the first instance.

Thank you for your continued support. A more detailed Parent Guide will accompany this letter next week.

Yours faithfully,



Mr S Wilson  
Headteacher