

July 2020

Dear Parent/Carer

We have been working hard over the last two weeks to ensure that school is a safe place for our staff and students to return in September. We have looked carefully at the guidance provided by the Department for Education and applied the suggestions, where possible, to Brooksbank. The DfE suggested the following:

- grouping children in the same year group together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible
- enhanced sanitisation facilities
- schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.

We have arranged for each Year group to have their own area of school with a different start and finish time. We aim to deliver the full range of curriculum subjects and for our students to receive specialist teaching.

We were due to welcome all years back into school on Tuesday 8th September, however, we have taken the decision to stagger this to enable all Year groups and staff, the opportunity to put into practice the 'new way of working' This will allow all students to take part in the Recovery Curriculum and reconnect with their Form Tutor and Head of Year in a safe manner. It will also allow students to be made aware of the new systems and processes brought in to safeguard their welfare, including the limitation of movement around school, the new teaching rooms and the behaviour systems.

Each year group will come in **once** in the first week, apart from Year 7 who will attend every day from Tuesday 8th September.

	Year 7	Year 8	Year 9	Year 10	Year 11
Start	9am	10am	9.30am	9am	9.15am
Finish	3pm	3.15pm	3.15pm	2.45pm	3pm
Wednesday finish	2.45pm	2.45pm	2.30pm	2.45pm	2.30pm
Return	Tues 8 th - 11 th Sept	Fri 11 th Sept	Thurs 10 th Sept	Wed 9 th Sept	Tues 8 th Sept
Enter via	Main Hall	Main Hall	A block	B block	C block

We will look forward to welcoming the whole school on **Monday 14th September 2020.**

Transport

Due to the staggered start and finish times of the school day, it has been very difficult to arrange the school bus service. We need to avoid students congregating outside the school building and therefore not following social distancing guidelines. At this stage school buses will not be running. We ask that if you bring your child by car, that you drop them slightly away from the school building to avoid congestion. Students travelling by public transport will be expected to wear face masks.

Students must not arrive any earlier than their allocated start time. If you have children in different years and this poses a problem, please contact your Head of Year.

Illness

We ask that you follow the guidance around health and safety and that if your child has any signs or symptoms of **coronavirus (COVID-19) or they have someone in their household who does, they do not attend school**. If anyone in the school becomes unwell with a new continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell they will be sent home.

Equipment

Students **MUST** bring in their own equipment and take responsibility for this. We will not be in a situation to loan equipment out during a lesson. The opportunity to pay with cash for stationery items will not be available. Items can be pre-ordered via parent pay and they will be delivered to the student.

Lunchtime

Lunchtime food service will be available for all students. There will be the option of hot food e.g. pasta pots and pizza, as well as sandwiches, fruit and traybakes etc. The main hall options will be reduced at this time and there will not be a breakfast or break service. KS4 students will not be allowed out of school at lunchtime. Students can bring a packed lunch.

Behaviour

We expect all students to follow the Behaviour for Learning Policy, this has been updated to ensure all students and staff follow the Health and Safety guidelines. This policy will be shared with all parties, at the start of the new term.

The school website will be updated during the holidays, so please refer to this. We will endeavour to let parents know of any changes as soon as is feasibly possible.

Thank you for your understanding at this difficult time, we know it hasn't been easy. We look forward to working closely with you all in September.

Take care and keep safe.

The Brooksbank School