

Ref DJB/AQG/Letters/September 2020a

July 2020

Dear Parent/Carer

RE: SEPTEMBER 2020

As you are aware, the government have recently released guidance on how to facilitate the return to full time education for all students from September 2020. Attendance at school has been described by the government as 'mandatory' and, as such, usual attendance processes will be followed.

The guidance advises some basic principles that should be adhered to:

- Robust hand and respiratory hygiene, including hand washing and sanitizing hands regularly, and 'catch it, bin it, kill it' routine for coughs and sneezes.
- Enhanced cleaning procedures.
- Staff maintaining social distancing from students except in circumstances of first aid or intimate care.
- Tables in classrooms facing forward where they are unfixed (but no social distancing between students).
- No mixing of students from different year groups.
- Lessons in bubbles wherever possible in order to minimize mixing.
- Staggering arrival and departure from school.

Wherever possible, public transport should be avoided. Students that must use public transport should wear a face covering whilst on the transport but this must be removed before entering the school site. Face covering should not be worn in schools. In order for face coverings to be effective, they must be used correctly and we have provided a help sheet for those students travelling on public transport.

Please be advised that no assemblies or mass gatherings will take place until further notice.

In order to meet these requirements, Fairfax Academy has put a number of measures in place that are detailed in this letter. Please read the detail carefully and discuss it with your child. A further letter will be sent at the beginning of the term to reiterate the principles, provide details of your child's base classroom and provide any further updates.

Please be reminded that all arrangements are subject to change, dependent on government advice and guidance.

Whilst the school year will be a very different one to usual, we are very much looking forward to welcoming our students back, and look forward to seeing them in class working hard again!

In order to adhere to guidance, the following systems will be in place:

- Students will have staggered break and lunch times throughout the day. This will limit movement around the school and mixing between groups.
- Students in Years 7, 8 and 9 will mix only with their class bubble once on school site. Students in Years 10 and 11 will have core lessons in a set bubble, but will also attend options subjects. This is essential to ensure students can continue to study their curriculum. Year 10 will have a mixed lunchtime with other year 10 students. Year 11 will have a mixed lunchtime with other year 11 students.
- Y12 and 13 should only attend school for their timetabled lessons, which will include some in-year group mixing. They should arrive onsite for their first lesson of the day and leave site following their final lesson of the day.
- Students will be assigned staggered start and end times. Students will not be able to enter the site before their entrance time and as such should plan their journey accordingly. Students will not be able to use an alternative entrance or exit.

Year Group	Start Time	End Time	Entrance/Exit Gate
Year 7	08:30	14:30	Pedestrian Gate 3 (Fairfax Road)
Year 8	08:45	14:40	Pedestrian Gate 1 (Reddicap Heath Road)
Year 9	08:45	14:40	Pedestrian Gate 3 (Fairfax Road)
Year 10	08:55	14:50	Pedestrian Gate 1 (Reddicap Heath Road)
Year 11	08:55	14:50	Pedestrian Gate 3 (Fairfax Road)
Year 12	Dependent on lesson times/private study		Pedestrian Gate 2 (Fairfax Road)
Year 13	Dependent on lesson times/private study		Pedestrian Gate 2 (Fairfax Road)

- Students will be assigned a teaching room and will remain in the room for the majority of their lessons. This will limit movement around the school and also limit mixing between groups.

Year Group	Block	Floor	Entrance/Exit Gate
Year 7	Block C (1 class Block D)	1st Floor	Pedestrian Gate 3 (Fairfax Road)
Year 8	Block A (1 class Block D)	2nd Floor	Pedestrian Gate 1 (Reddicap Heath Road)
Year 9	Block C	Ground Floor	Pedestrian Gate 3 (Fairfax Road)
Year 10	Block B	Ground Floor	Pedestrian Gate 1 (Reddicap Heath Road)
Year 11	Block A/B	1st Floor	Pedestrian Gate 3 (Fairfax Road)
Year 12	Block F/G	Ground/1st Floor	Pedestrian Gate 2 (Fairfax Road)
Year 13	Block F/G	Ground/1st Floor	Pedestrian Gate 2 (Fairfax Road)

Students, staff and other adults must not come onto the school site if they are displaying the symptoms of coronavirus, or have tested positive in the last 7 days. The full list of symptoms can be found at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>. Students displaying symptoms of the virus will be removed to a well ventilated room and named adults contacted to collect them. Please be aware that staff attending to students displaying symptoms will wear appropriate PPE. If you are called because your child is unwell, please collect your child as soon as possible. Any child displaying symptoms should be tested as soon as possible and if the test is negative return to school. If the test is positive, the school must be advised and self-isolation guidance must be followed.

Swing bins will be available at entrances for students to dispose of face coverings. Face coverings that are washable should be placed in a plastic bag and stored by the student until they get home. Students using washable face coverings should bring plastic bags with them for storage.

Catering will be available, but the offer will be limited. We encourage students to bring a snack for break time and a bottle of water with them as there will not be the opportunity to buy food at break time. Students in key stage 3 will be escorted in their bubbles to the refectory during

the morning and will be able to purchase a 'grab bag' containing a drink, a sandwich and a snack. Students not wishing to purchase a grab bag can bring sandwiches. Students in Key stage 4 will go through the refectory in their allotted lunch slot and be able to purchase food from the limited offer. Enhanced cleaning will be in place to clean the refectory surfaces between uses. Students in the sixth form that are onsite for lunchtime will be able to purchase a sandwich, snack and drink from a satellite service area within the sixth form centre. Sixth form students will not be able to access the refectory at this time.

Loaning of equipment will not be permitted. Students should come fully equipped for lessons and include a reading book in their daily equipment. Students are allowed to bring bags to school, but these must be placed beneath their table in lessons. Students will receive new exercise books for all subjects in September, they will be allowed to bring these home and bring them back to school for their lessons.

Students will not be required to bring their PE kit between 2 and 4 September. PE arrangements will be discussed with students on their return to school.

The school will continue to operate a same day detention system. Students receiving a detention will begin their detention at the end of their school day. Detentions will follow the 2m social distancing rule.

In order to ensure students are confident with routines and procedures, we have put in place a staggered start to term. This will allow us to get each year group into classrooms via their designated route, and will give us time to go through routines and expectations regarding their time in school. We appreciate that this will be a time of anxiety for some students and this staggered start to term will allow us to show students how things will work and make sure they know what they must do to minimize risk to themselves and others in the school community.

Year 7 – Wednesday, 2 September 1.45pm- 2.45pm – Arrival via Gate 3

(NB this is a change to published start date due to our lack of transition we will bring Year 7 to site the day before their peers in order to give them time with their tutor). Arrival via gate 3, Fairfax Road.

Thursday, 3 September 2020

Year 7 08:30 via Pedestrian Gate 3 (Fairfax Road)
 Year 8 12:15 via Pedestrian Gate 1 (Reddicap Heath Road)
 Year 9 13:50 via Pedestrian Gate 3 (Fairfax Road)
 Year 10 09:55 via Pedestrian Gate 1 (Reddicap Heath Road)
 Year 11 08:55 via Pedestrian Gate 3 (Fairfax Road)
 Year 12 11:15 via Pedestrian Gate 2 (Fairfax Road)
 Year 13 13:50 via Pedestrian Gate 2 (Fairfax Road)

Friday, 4 September 2020

Year Group	Start Time	End Time	Entrance/Exit Gate
Year 7	08:30	14:30	Pedestrian Gate 3 (Fairfax Road)
Year 8	08:45	14:40	Pedestrian Gate 1 (Reddicap Heath Road)
Year 9	08:45	14:40	Pedestrian Gate 3 (Fairfax Road)
Year 10	08:55	14:50	Pedestrian Gate 1 (Reddicap Heath Road)
Year 11	08:55	14:50	Pedestrian Gate 3 (Fairfax Road)
Year 12	Dependent on lesson times/private study		Pedestrian Gate 2 (Fairfax Road)
Year 13	Dependent on lesson times/private study		Pedestrian Gate 2 (Fairfax Road)

Year group photos will take place for Year 7, 10 and 12. These will be staggered in bubbles and socially distanced between groups.

Fairfax will continue to focus on providing our students with a broad balanced curriculum alongside high quality provision for core subjects. Students will study their full curriculum offer at their time of return. Dependent on external factors, such as localized lockdowns, the curriculum offer will be under regular review. Participation is a large part of what makes Fairfax unique. This year we fear some of the opportunities we offer our students may not run. However, we will continue to explore opportunities for our students to work alongside their peers in an evolving participation offer.

All details contained within this letter remain under review, due to the frequently changing landscape. Please accept my thanks for your continued support of our Academy during these unprecedented times; it is most appreciated. Fairfax Academy wishes you a restful summer break and very much looks forward to welcoming its students back in September.

Yours sincerely

A handwritten signature in black ink, appearing to be 'DJB' with a flourish extending to the right.

MRS D J BUNN
Head of Academy

Enclosure: Face Mask Help Sheet