

Ref DJB/AQG/Letters/September 2020b

September 2020

Dear Parent/Carer

RE: SEPTEMBER 2020

Following my letter sent in July, I am writing to update and remind you of the processes and procedures for the beginning of the Autumn term. The staff at Fairfax are very much looking forward to welcoming our students back and will make sure they are supported as they settle back into their educational routines.

Guidance

The government guidance released in July and updated in August 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 (please ensure your child has a tissue when they come to school. Sanitizer will be located around the site, but you may also send your child with a small bottle if you wish to).
- Enhanced cleaning procedures. These have been put in place with our usual cleaning contractors.
- Staff maintaining social distancing from students except in circumstances of first aid or intimate care.
- Tables in classrooms facing forward where they are unfixed and students sitting side by side, not facing each other.
- No mixing of students from different year groups. Due to timetable constraints, there may be some minimal mixing between Year 12 and Year 13 students.
- Lessons in bubbles wherever possible in order to minimize mixing.
- Staggering arrival and departure from school.

Face coverings

The government guidance on face coverings has changed and now states:

'The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.'

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.'

Fairfax has put measures in place to ensure that mixing in communal areas is minimal, and as such face coverings will only become compulsory in the event of local lock down. However, if you wish your child to wear a face covering in communal areas, for example because they have an underlying health condition, then this should be communicated to your child's Head of Year in the first instance.

If your child wears a face covering either on the way to school or in communal areas, they must adhere to the safe usage inline with guidance. This requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

Children must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

If your child is using a reusable face covering, please ensure that they also have a resealable plastic bag with them to ensure safe storage.

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.

Transport

Wherever possible, public transport should be avoided. Students that must use public transport should wear a face covering whilst on the transport but this should be removed before entering the classroom.

Mass gatherings

Please be advised that no assemblies or mass gatherings will take place until further notice. This may affect events such as parents' evenings and you will be informed of arrangements in advance of the calendared date. In order to ensure that we can plan the event effectively, we have taken the decision that this year's Eisteddfod will be a virtual competition. We consider the Eisteddfod the highlight of our academic year and we are committed to ensuring our students have opportunity to participate.

Autumn Term Arrangements

In order to minimize the risk to students, 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.

Please be reminded that all arrangements are subject to change, dependent on government advice and guidance. The Academy will review and evaluate procedures continually and change processes as appropriate/necessary.

Whilst the school year will be a very different one to usual, we are very much looking forward to starting the new term, and look forward to seeing our students 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 in the sixth form must sign out before leaving the school site.**
- Students have 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.
- Staff will be on gate duty from the first entrance time to the last, in order to support students to socially distance, enter through their designated gates and follow their assigned route to their classroom.

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.

You will receive a personalized notification of your child's core teaching room and bubble.

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)

Coronavirus Symptoms

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.

Lunch Arrangements

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 3 will eat their lunch in their bubble classroom before heading to a specified area for some fresh air (weather dependent).

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, or leave the site to purchase food offsite. Sixth form students will not be able to access the refectory at this time.

Equipment

Loaning of equipment will be discouraged. 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 and not on desks. 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 on Wednesday, 2 September, Thursday, 3 September and Friday, 4 September 2020. Week commencing Monday, 7 September, PE lessons will resume with low risk activities. Students will use a variety of changing facilities in their bubbles and will be able to socially distance. Students will be given more information about PE lessons on their return to school.

Detention

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 and be conducted in year group bubbles.

First week timings

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. Students should wear full school uniform, including their blazer.

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)

NB Y8 should bring a packed lunch or eat before arriving at school on Thursday, 3 September

Friday, 4 September 2020 and all dates until further notice

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.

Uniform

Students should wear full school uniform as normal to school, including their blazer.

Curriculum

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 be able to run. However, we will continue to explore opportunities for our students to work alongside their peers in an evolving, low risk 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.

Yours sincerely



MRS D J BUNN
Head of Academy