

14<sup>th</sup> July 2020

Dear Parents and Carers

I hope this letter finds you and your family safe and well.

Following my letter on Friday 10<sup>th</sup> July, I am now writing to confirm the arrangements for the return to school of all year groups at the start of the next academic year in September. After a very uncertain few months, it feels good to be saying that! The plans for Budmouth were approved yesterday in a meeting with Trust leaders and fellow Principals. I am very conscious that this is a long letter, but there is a lot of information to share.

To try and keep things simple, I have tried to answer a number of the most frequently asked questions posed over recent weeks from parents, staff or students. I have attached a Q&A which should be read in conjunction with this letter. It covers topics such as attendance, uniform, behaviour, sanitisation, face covering and local infection rates. I hope this is helpful to you. After reading all of this, if you have any further questions, please do not hesitate to contact your child's Head of School.

### **New Structure to the School Day**

Also attached to this letter is a table showing the **new start and finish times for all year groups**. It has been essential to make some changes to these so that we can best enable year groups to remain apart from each other in their separate 'bubbles'. We have done our best to limit the impact this has on families and although we are aware that outside of school we have no control over the amount to which our students might mix with other people, the DfE guidance makes it clear that with indoor environments this is much more important in terms of the risk of spreading infection.

The staggered starts and finishes (albeit very small in some cases) are intended to ensure that we only have one year group at a time moving 'en masse' either into or out of a building e.g. the Hub. In addition to this key change, we have been able to arrange for each year group to have the **majority of their lessons taught in a separate 'zone' of the school** that will be almost exclusively theirs. This will significantly limit the amount of mass movement around the site, although students will still travel to specialist areas e.g. Sport, Technology Centre and Expressive Arts. Once the final timetable has been written, one way systems for walking around the site will be put in place. In addition to this, by splitting our lunch time into two sessions, we are able to give **each year group a separate place to buy food, or eat packed lunches**. The year groups will also have dedicated outdoor social/play areas as well. The following is a summary of the key points for each year group:

### **Year 7**

- Start time is 9am (students go straight to their first lesson in Session 1).
- Entry point is Everdene Gate and the students will walk to their area of the Hub via the main walkway between Everdene and the Sports Hall.
- Teaching Zone is in Maths (ground floor of the Hub, left hand side).
- Their lunch will be served/eaten in Everdene Hall.
- Their finish time is 2.50pm.
- Year 7 students will follow the same allocation of lessons but their day will be split into two much longer sessions. These sessions can either be delivered as a one 2.5 hour lesson, or it will be split into a 90 minute lesson and a 60 minute lesson. Students will have a mixture of these over their fortnightly timetable.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break.

.../

## Year 8

- Start time is 8.50am (students meet for a line up before being taken to their first lesson in Session 1).
- Entry point is Main Gate and students will walk to their playground meeting point using the pathway between the Sports Hall and Clare Tower.
- Teaching Zone is in the Huts, Conference Room, Staff Room and Clare Tower (Room C205).
- Their lunch will be served/eaten in Clare Hall.
- Their finish time is 2.55pm.
- Year 8 students will follow the same allocation of lessons but their day will be split into two longer sessions. These sessions can either be delivered as a 2.5 hour lesson, or it will be split into a 90 minute lesson and a 60 minute lesson. Students will have a mixture of these over their fortnightly timetable.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break.

**Note re Years 7 and 8 curriculums.** Although this is a big change, the need to move to a new timetable arrangement for Years 7 and 8 is something that staff are quite excited about. In recent years, many of our subjects have expressed some desire to have different length lessons e.g. longer lessons in Technology and Expressive Arts and this situation has meant we have to be more experimental with that. We look forward to seeing how this goes.

## Year 9

- Start time is 8.35am (students meet for a line up before being taken to Period 1).
- Entry point is Main Gate and students will walk to their playground meeting point using the pathway between the Sports Hall and Clare Tower.
- Teaching Zone is in Science (downstairs in the Hub, right hand side).
- Their lunch will be served/eaten in Clare Hall.
- Their finish time is 2.40pm.
- Year 9 students will follow the same allocation of lessons as is usual with 50 single period lessons. Other than timings to the day, there is no change to the Year 9 curriculum.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break.

## Year 10

- Start time is 8.20am (students meet for a line up before being taken to Period 1).
- Entry point is Main Gate and students will walk into their playground meeting point using the pathway between the Sports Hall and Clare Tower.
- Teaching Zone is in English/MFL (upstairs in the Hub, left hand side).
- Their lunch will be served/eaten in Everdene Hall.
- Their finish time is 2.25pm.
- Year 10 students will follow the same allocation of lessons as is usual with 50 single period lessons. Other than timings to the day, there is no change to the Year 10 curriculum and we are not reducing any of their GCSE options. With two years to go until their GCSE exams are taken, we want them to follow the full curriculum.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break.

## Year 11

- Start time is 8.30am (students will go directly to their Period 1 lesson).
- Entry point is Everdene Gate and students will walk into their area of the Hub via the main walkway between Everdene and the Sports Hall.
- Teaching Zone is in The Gallery (upstairs in the Hub, right hand side).
- Their lunch will be served/eaten in the Hub Café.
- Their finish time is 2.30pm.
- Year 11 students will follow the same allocation of lessons as is usual with 50 single period lessons. Other than timings to the day, there is no change to the Year 11 curriculum and we are not reducing any of their GCSE options.
- The effect of school closure has affected all year groups, but Year 11 will be taking their final exams in June/July 2021. Once staff and students have settled back into the new term, there will be a programme of revision and intervention taking place after school from 3pm. Students who stay on will be given a place to have a break between 2.30pm and 3.00pm and refreshments will also be provided.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break. .../

## **6<sup>th</sup> Form**

- Start time is 8.30am (students will go directly to their Period 1 lesson).
- Entry point is Everdene Gate and students will then go to their classes via the Service Road behind Chuckles.
- Their teaching zone is in the 6<sup>th</sup> Form Centre and Everdene Block. CEIL will remain in operation in Clare Tower.
- Their lunch will be served/eaten in The Sixth Form Cafe.
- Their finish time is 2.35pm.
- 6<sup>th</sup> Form students will follow the same allocation of lessons as is usual with a mixture of single and double lessons. Students will still have timetabled Enrichment and CEIL as part of their study programme.
- 6<sup>th</sup> Form students always have a different timetable and studying from home in free periods is something that can be discussed with Mr Henman. The students will also be able to undertake private study in their learning zone and a free room timetable will enable them to choose where they do this.
- The effect of school closure has affected all year groups, but Year 13 will be taking their final exams in June/July 2021. Once staff and students have settled back into the new term, there will be a programme of revision and intervention taking place after school from 3.00pm.
- Although we cannot schedule it until the final timetable has been written, there will be an opportunity for a short break in the morning. Teaching staff will decide the best time for their group to take that break.

### **General Notes:**

By limiting the amount of staggering, we have tried to keep the new finish times as close together as is possible and to avoid extending the school day. There were two key reasons for doing this:

1. It means we will still be able to **offer a revised Extra Curricular programme**. This will need to be within year groups. Once students and staff have settled into this new routine, we will share a list of clubs that are running and would anticipate that these would start in our 3<sup>rd</sup> full week back. We will need further guidance on clubs that are mixed age e.g. Combined Cadet Force and how they might operate.
2. It also means that we will be able to **offer a programme of catch up, revision and support** to those who most need it. If some year groups have a more extended day, it would greatly limit the staff availability to offer revision and support after school as they would still be teaching. These sessions will always begin at 3pm and students would be given an area of the school to take a break between their last lesson and the start of any extra activity. Although these could be for any students, we are particularly mindful that Years 11 and 13 will be sitting their final exams next June/July and that the school closure will have been particularly stressful to them.

We hope that these arrangements will enable our students to come back to school in a safe manner and be able to concentrate on their learning with the minimum fuss. I am sure we have all been wanting to get back to usual business and, for the time being at least, this will be our new 'normal' at Budmouth.

Thank you for reading this letter and the attachments. I am conscious that there is a lot of information to take on board. It is for this reason that I shared in my letter on Friday that the first day of school on Monday 7<sup>th</sup> September for Years 8, 9, 10, 11, 12 and 13 will be a two hour tutorial period. We then hope that when full lessons start on Tuesday 8<sup>th</sup> September, everyone will be happy and confident with the new arrangements. The times of these tutorial sessions are as follows:

- Year 8: 10am-12pm: entrance via the Main Gate and meet in the playground.
- Year 9: 11.15am–1.15pm: entrance via the Main Gate and meet in the playground.
- Year 10: 12.15-2.15pm: entrance via the Main Gate and meet in the playground.
- Year 11: 9-11am: entrance via Everdene Gate and meet in front of the Hub.
- 6<sup>th</sup> Form: 12.30–2.30pm: entrance via Everdene Gate and go straight to their Tutor room.

Miss Guppy has written separately to Year 7 and their Induction Day is on Friday 4<sup>th</sup> September. **Year 7 will not be in school on Monday 7<sup>th</sup> September.** Mr Henman has written separately to our new Year 12 who have their Registration Day and make their final 6<sup>th</sup> Form subject choices on Friday 4<sup>th</sup> September. They will be in school for their tutorial session on Monday 7<sup>th</sup> September.

That is it for this year! I would like to take a final opportunity to say farewell and best wishes to those staff leaving us at the end of this academic year. Some of them are no doubt relieved that guidance on social distancing has made embarrassing farewell speeches impossible! I offer the same best wishes to our students in Year 13 who have exciting new adventures in front of them. Please come back and see us when you are allowed. Although the majority of our Year 11 will be back in the 6<sup>th</sup> Form, it is also good luck to those who are moving onto new courses and apprenticeship opportunities.

I look forward to welcoming everyone else back in September. The new staff joining us came in for their own Induction Day yesterday and like our new Year 7, they are excited to be joining us.

**And finally...**

I entered the teaching profession in 1999 and I thought I had seen it all during that time. However, I would never have foreseen the unusual events of the last 4 months. It has tested our students, parents, staff and the whole community in so many different ways.

For my part, I would just like to emphasize one final time just how much your support for Budmouth has meant to our staff. Thank you very much indeed. I am quite sure we have not got everything right during this time, but we have done our best to minimise the impact to the students. Let us hope that the reduction of infection continues to fall and that we can get back to normal very soon.

I wish you all an enjoyable summer.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D Herbert', written in a cursive style.

David Herbert

Att.

## Questions and Answers

### **Does my child have to come back to school?**

Yes. The government has confirmed that attendance at school is now compulsory for all students, including those who were previously shielding. If you have any concerns about sending your child back to school next term, I would ask you to make contact with their Head of School in the first instance. If your child is unwell please ensure that you have emailed: [attendance@budmouth-aspirations.org](mailto:attendance@budmouth-aspirations.org) by 8am stating your child's full name, Tutor Group and the reason for the absence.

### **Does my child need to wear school uniform?**

Yes. We have made no changes to our Uniform Policy but it must be worn, in full, when we return. Please remember that jumpers are not compulsory wear in the first half term. It is always helpful to check the Uniform Policy carefully before buying items e.g. shoes over the summer. You can view the full Uniform Policy here; it also covers the rules related to jewellery and hairstyles:

<https://budmouth.academies.aspirationsacademies.org/wp-content/uploads/sites/4/2019/09/Uniform-Policy-2019.pdf>

### **Can I still order items of uniform?**

Yes. **The deadline for ordering from our supplier, Brigade, is 7<sup>th</sup> August.** Items ordered after this date will not be delivered until mid-September. It is also advised that if you are making an order that you leave yourself enough time to re-order should the sizing not be right. Here is a link to the sizing guide leaflet that was sent via InTouch from Mrs Warr on 3<sup>rd</sup> June: <http://www.brigade.uk.com/brigade-measuring-wash-wear-guide.pdf>

### **Can students still purchase a pencil case with all the necessary standard equipment from the school?**

Yes and it is very important that students bring all of their own personal stationery as the guidelines prevent the handing out of shared equipment like pens, pencils and rulers etc. If any student wants to purchase a pencil case, the cost is £12 and includes: a clear exam regulation pencil case, 30cm ruler, full Maths set, calculator, 3 black pens, 1 green pen, 2 pencils, a pack of 4 highlighters and a mini whiteboard pen. Payment can be made via SIMS Pay. Please note that all new students to the school who receive Free School Meals will receive one of these automatically at no cost. A free pack is also available to any student in other year groups who are eligible for Free School Meals, but have not yet received one. Please contact Mrs Warr for further details: [jwarr@budmouth-aspirations.org](mailto:jwarr@budmouth-aspirations.org). Pencil cases can be collected from the Main Office in September.

### **Do the students have to bring their own food?**

No. Food will be available to buy. The catering team will be offering a hot and cold service, but it will be a simple menu to enable service across four different locations. However, students are more than welcome to bring their own packed lunch if they prefer.

### **How will be food be paid for in the new areas?**

Please remember that we moved to a 'cashless' system just before the closure of schools was enforced. This will be in full operation on our return and we will have the new Biostore readers in each of the venues. Apart from being quicker, it is also felt that not handling cash is also safer. Students will cleanse their hands before and after using the scanner. Please note that students will need to bring in a packed lunch unless you have signed up for SIMS Pay and completed and returned the consent form for Biostore. If you have yet to complete and return this, here is a link to the Biostore Consent Form:

<https://docs.google.com/forms/d/e/1FAIpQLSe4wgJGjhB6hsGFeUbu40ItNovLckk6nkS6TU102OkvYrKdjA/viewform>

If you still require support with setting up your SIMS Pay Account, please contact Michelle Ashmore: [mashmore@budmouth-aspirations.org](mailto:mashmore@budmouth-aspirations.org).

### **Will there be a sanitization routine for students and staff?**

Yes. The practices we have been operating during the partial closure will continue. Students and staff will use hand sanitizers before they enter the school buildings and whenever they move rooms or leave the site at the end of the day. In rooms where specialist equipment is being handled, specific cleaning will take place between lessons. As part of good hygiene practice, in normal rooms, the students will also help by assisting in the wiping down of work surfaces at the end of a lesson. There will be hand sanitizers in all rooms.

### **Does my child need to wear a face covering in school?**

No. On the subject of face covering the current guidance from the DfE states:

*'Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.*

.../

*'Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered 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.'*

However, we are conscious that guidance and regulations regarding face coverings has been subject to change in other areas e.g. public transport and shops. We will continue to monitor this. If any students wish to wear a face covering on their return to school for personal health reasons, you are advised to contact Justin Abbott our Medical, Health & Safety Officer.

### **Has School Transport been made aware of the new start and end times?**

Yes. We are fortunate in that we only have one dedicated bus provided by the School's Transport Team (from Portesham) and the majority of our students arrive on foot. We have informed Dorset Council School Transport Team and First Buses of our new arrangements, although we have no power to change the times of the public bus routes. Indeed, other local schools are also making changes to their school day arrangements and so this does pose a challenge for buses and I am aware that their managers are looking at this. Please keep a close eye on timetables for the new term if your child uses local transport. At the time of writing the wearing of a face covering is compulsory on public transport for everyone over the age of 11.

### **Will the 'wrap around' before school and after school supervision in the Resources Centre be in operation?**

This does present a challenge, but we will still endeavour to run a before school service starting at 8am and after school until 4.30pm. We are not able to run a facility for each year group separately and, in this circumstance, the children will need to be supervised in a cross year group setting. In this environment, it will mean adhering to the current social distancing guidelines. If there is an issue with numbers, then priority will be given to our youngest students. If you wish to take advantage of this facility you would need to book by midday on 4<sup>th</sup> September by using the following Google Form:

<https://docs.google.com/forms/d/e/1FAIpQLSdJ1b5xS-3kn7d1PUsm5LvStC62VdnGg56RC2JsauOrgphVog/viewform>

### **Will there be any changes to the Behaviour for Learning Policy as a result of all students coming back?**

With the exception of including an Appendix with specific reference to COVID-19, we have not changed this Policy at Budmouth. We think it is sensible to keep our systems and expectations as normal as possible. In the DfE guidance however, there was concern in relation to behaviour and recognition that:

*'It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.'*

It is, however, very important that students follow all of the exceptions that are set. Although students in the same year group do not have to conform to social distancing guidelines, members of staff however have been advised to keep 2 metres distance between themselves and the students they are teaching. The Secretary of State for Education (Gavin Williamson) stated his preference that children would be best sitting in rows facing the front and listening to their teacher.

There are some lessons where this is not possible, or appropriate. Our subject specialists will decide the layout of their rooms in a way that enables important activities in subjects like Technology, Expressive Arts and Sport to take place. What is important is that all students follow the instructions they are given and respond to directions immediately thereby keeping everyone safe.

Our process for subject removal has not changed, except that the new location of the Behaviour for Learning room is C206. Students who receive a subject removal will miss the rest of that lesson and the subsequent one as a minimum sanction. They will also complete one lunchtime detention at the next available opportunity, this has not changed. There will only be one weekly after school detention in September. This will be on a Thursday for one hour.

### **Will school events like Open Days, or Parents Evenings be taking place?**

We have prepared our usual school calendar of events. However, at the current time it is not possible to say if they will be able to run as normal, or not. We will need to update parents on such events nearer the time using the latest guidance available.

### **If the guidance from the Department for Education changes, will the school day timings return back to normal straight away?**

In the event that the restrictions are removed, we would need some time to consider how we can best return to more normal practice. We would try to return to the normal start and end of day timings and reinstate proper shared morning breaks as soon as we can do so. It is best practice to consult with parents when making any permanent changes to the start and end of day timings which, you may recall, is what we did last year. .../

Part of the rationale in arranging the day as we have, has been to make it easier to transition back to normal without affecting too many classes and having to rearrange who teaches them. However, this is giving us the opportunity to explore things like different length lessons in Years 7 and 8, as well as split lunchtimes and we will evaluate the impact of these next term when considering how we would revert back to the normal day timings of 8.40am – 3.15pm.

### **What is the situation in Dorset with regards to COVID-19? Are the children going to be safe coming back to school?**

Whilst no area has totally escaped the danger that is COVID-19, it is certainly the case that in Dorset the rate of infection has been significantly lower than in many more densely populated areas the country. In an update shared with Dorset Headteachers on 7<sup>th</sup> July, the Corporate Director of Education & Learning (Mark Blackman) shared the following information:

- Currently Dorset and Bournemouth, Christchurch & Poole (BCP) Councils are experiencing low numbers of cases, compared with many other Councils in England. The current risk of a second peak is currently considered LOW.
- There have been 2 (0.5 per 100,000; regional rate is 1.2 per 100,000) cases in Dorset Council in the past 5 days.
- There have been 2 (0.5 cases per 100,000; regional rate is 1.2 per 100,000) in BCP Council in the past 5 days.

### **Will the school be closed again if someone tests positive for COVID-19?**

In relation to this, the DfE have said the following:

*'If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.'*

This is why there is guidance for year group 'bubbles'. It in the event that this should occur, if we have been able to achieve significant separation of year groups, it would make it more likely that only those year groups affected would be asked to remain at home for a period of time to be confirmed. Any such decisions would not be taken by us in isolation, but would involve consultation and direction from relevant health professionals.

### **What should I do if my child or a member of the family has symptoms of COVID-19?**

If a child, young person or staff member has symptoms compatible with coronavirus (COVID-19), they should not attend their nursery, child minder, school or college. If they develop symptoms while attending their nursery, child minder, school or college, they will be sent home and told they and their households must follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Anyone with symptoms should self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Everyone has access to a test if they display symptoms of coronavirus (COVID-19) and they should follow the guidance on [how to arrange to have a test](#), or contact NHS 119 via telephone if they do not have internet access. If your child tests positive, please inform the school as soon as possible.

This covers the majority of questions that we have been asked in recent weeks. Should you have any other questions do please get in touch and we will do our best to help. In the first instance, please contact the relevant Head of School:

Attenborough: Miss Guppy [jguppy@budmouth-aspirations.org](mailto:jguppy@budmouth-aspirations.org)

Shelley: Ms Carter [lacarter@budmouth-aspirations.org](mailto:lacarter@budmouth-aspirations.org)

Turing: Mr Clark: [aclark@budmouth-aspirations.org](mailto:aclark@budmouth-aspirations.org)

Hawking: Miss Ives: [sives@budmouth-aspirations.org](mailto:sives@budmouth-aspirations.org).

If your question is more specific about your child's own health, then please do contact Justin Abbott, our Medical, Health & Safety Officer: [jabbott@budmouth-aspirations.org](mailto:jabbott@budmouth-aspirations.org).

## Structure of the day: September 2020

Key	Line-ups	Morning Lessons	Tutor time	Lunch	Afternoon Lessons
-----	----------	-----------------	------------	-------	-------------------

		Entrance/Exit	Morning Session				Afternoon Session			
		Y7 Maths Straight to class 9am	Everdene Gate	Session 1 9-11.30 1x 150m or 1 x 90m + 1 x 60m			Tutor 11.30 -12.00	Lunch 12.00. - 12.30 Everdene	Session 2 12.30-2.50 1 x 140m or 1 x 80m + 1 x 60m	
Y8 Clare Tower Huts	Line-up 8.50am Playground	Main	Session 1 9-11.30 1x150m or 1 x90m + 1x60m			Tutor 11.30 -12.00	Lunch 12.00-12.30 Hall	Session 2 12.30-2.55 1 x 145m or 1 x 85m + 1 x 60m		
Y9 Science	Line-up 8.35am Playground	Main	Period 1 8.40-9.30	Period 2 9.30-10.30	Period 3 10.30-11.30	Lunch 11.30-12.00 Hall	Tutor 12.00-12.30	Period 4 12.30-1.30	Period 5 1.30-2.40	
Y10 English	Line-up 8.20am Playground	Main	Period 1 8.30-9.30	Period 2 9.30-10.30	Period 3 10-30-11.30	Lunch 11.30-12.00 Everdene	Tutor 12-12.30	Period 4 12.30-1.30	Period 5 1.30-2.25	
Y11 Gallery Straight to class 8.30am		Everdene Gate via the Avenue	Period 1 8.30-9.30	Period 2 9.30-10.30	Period 3 10-30-11.30	Lunch 11.30-12.00 Hub	Tutor 12.00-12.30	Period 4 12.30-1.30	Period 5 1.30-2.30	
6 <sup>th</sup> Form Block/ Everdene Straight to class 8.30am		Everdene Gate via the Service Road	Period 1 8.30-9.30	Period 2 9.30-10.30	Period 3 10-30-11.30	Y13 Tutor 11:30-12:00 Y12	Y13 Lunch 12.00-12.30 6 <sup>th</sup> Form Cafe	Period 4 12.30-1.30	Period 5 1.30-2.35	
						Y12 Lunch 11.30-12.00 6 <sup>th</sup> Form Cafe	Y12 Tutor 12.00-12.30			