



24th August 2020

Dear Parents and Carers

We hope that you have all had a safe and enjoyable summer break and we are writing to keep you informed of our plans for the start of the academic year in September. We are very much looking forward to welcoming the students back and providing a quality education in a safe and nurturing environment.

It is our plan that all students, in all year groups, will return to school full-time from the beginning of the autumn term. Our aim is to create a positive culture of safety with a learning environment that is safe and happy which provides positive experience for the students returning in these difficult and challenging times.

In preparation for our return to school we have:

- followed government guidance
- followed statutory requirements
- consulted with the relevant stakeholders
- updated or created temporary policies and clear guidance
- ensured practices are inclusive and accommodate specific needs

Key focused planning and guidance has been undertaken under the following:

- Social distancing and hygiene
- Arrangements to reduce mixing between groups
- Cleaning
- Curriculum & teaching / learning
- Behaviour, attitude and attendance
- Remote education and contingency planning
- Managing suspected or confirmed cases of Covid-19

How will it work?

- Students be expected to be in school **full time from September**.
- The school day will commence and finish at **normal times**.
- Students will be allocated a **dedicated 'Zone'** for their Year Group.
- Students will work in a **reduced number of classrooms**.
- Students will have an **allocated area** of the school for both break and lunchtimes, this will include the use of an outside area.
- Students will be able to access their **normal method of school transport** to get to and from school. It is **highly recommended** students wear a **face covering** on dedicated school transport. For those students using public transport they must wear a face covering
- School meals will be available with a **reduced menu**.
- It is **highly recommended** that students have **hand sanitiser** with them and wash their hands both thoroughly and frequently. Hand sanitisers will be available in all classrooms and zones

Attached is an updated key information sheet.

We look forward to welcoming your child to Staindrop Academy. If you have any questions or queries, please contact the school directly or email contact@staindropschool.com

Yours sincerely,

Mr K Simpson



Key Information

Start Dates	Wednesday 2 nd September: Year 7 Thursday 3 rd September: Year 11 Friday 4 th September: Year 8, 9 & 10																														
Arrival on the first day	Staff will be present on student’s arrival and direct them to their allocated zone. Students to arrive from 8.30am.																														
Arrangements for the first day	Students will start day with their form tutor, where they will receive specific information on school arrangements and adjustments. For example, identifying their dedicated ‘zones’, lunch-time arrangements, school timings, timetable etc. Year 7 students will spend the first two lessons with their form tutor where they will receive their planners and timetables, have their school photographs taken and be welcomed to the school by key members of staff. The remainder of the day will be spent in lessons. PE kit will not be required for the first day.																														
School Timings	The start and end of the school day remain the same. To accommodate the running of the school day we have modified break time and lunch time for the start of September. <table><tr><th>Time</th><th>Years 7,8 & 9</th><th>Years 10 & 11</th></tr><tr><td>8:45 – 9:05</td><td>Registration</td><td>Registration</td></tr><tr><td>9:05 – 10:05</td><td>Period 1</td><td>P1</td></tr><tr><td>10:05 – 10:20</td><td>Break</td><td>Break</td></tr><tr><td>10:20 – 11:20</td><td>Period 2</td><td>P2</td></tr><tr><td>11:20 – 11:50</td><td>Period 3</td><td>Lunch</td></tr><tr><td>11:50 – 12:20</td><td>Period 3</td><td>P3</td></tr><tr><td>12:20 – 12:50</td><td>Lunch</td><td>P3</td></tr><tr><td>12:50 – 1:50</td><td>Period 4</td><td>P4</td></tr><tr><td>1:50 – 2:50</td><td>Period 5</td><td>P5</td></tr></table> Each student will receive their timetable on their first day at school.	Time	Years 7,8 & 9	Years 10 & 11	8:45 – 9:05	Registration	Registration	9:05 – 10:05	Period 1	P1	10:05 – 10:20	Break	Break	10:20 – 11:20	Period 2	P2	11:20 – 11:50	Period 3	Lunch	11:50 – 12:20	Period 3	P3	12:20 – 12:50	Lunch	P3	12:50 – 1:50	Period 4	P4	1:50 – 2:50	Period 5	P5
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School Transport	School transport will be running as normal with the same pick up locations and times. Bus companies will ensure that social distancing measures are put in place. However, wherever possible students should travel to school using private transport. As buses arrive at school there will be one bus at a time allowing students to exit the bus. This will facilitate reduced mixing between groups and a safe and orderly entrance to school. Following updated guidance from the government: <i>It is now the law that children and young people aged 11 and over must wear a face covering on public transport. We highly recommend wear a face covering when travelling on dedicated school transport.</i> Students should carry a plastic bag with them to put their face covering in once the disembark school transport, this must be kept in their school bag during the school day.																														



	Bus passes will be arriving this week. If you have any queries please contact Durham County Council on 03000 264 444 or see their website at https://www.durham.gov.uk/article/2919/Home-to-secondary-school-transport
Lessons	All lessons will be taught within your child's allocated 'Zone'. Students will remain in the same classroom for the majority of the time that they are in school. There are specialist classrooms allocated for delivery of the curriculum (e.g. Science)
Hygiene	Students will be expected to clean their hands regularly; it is highly recommended that your child carries their own bottle of hand sanitiser. Advice will be: - After arrival in school - after sneezing or coughing - before and after handling or eating food - after going to the toilet - Catch it, Bin it, Kill it Hand sanitiser stations will be available for your child to use within their allocated zone.
PPE	During the Coronavirus pandemic, the school has followed guidance on the issue very closely and will continue to do so. At this stage, the Government continues to state that PPE is not required for either students or staff in a school environment. However, we understand your concern around your child's safety and, on that basis, should you wish your child to wear appropriate PPE it will be permitted. I must stress however, the PPE is worn at your own risk, must be used correctly and sensibly and disposed of appropriately. Any incidents of poor or inappropriate behaviour involving PPE will result in the allowance to wear it will be removed.
Equipment	Students are expected to attend school with their own equipment. This should include a pencil, two pens and a ruler. Students should bring their own calculators if they have one. Students will be issued a student planner. All students should carry with them a school bag.
Outdoor areas	Each Year group will have an outdoor space within their zone allocation, to minimise mixing between groups. These will be used during break and lunch time.
Break	At break times students will have access to an allocated area including some outside space. Students will remain with their Year Group during this time. They will not be permitted to mix with other students from other Year Groups. A limited selection of food will be available for purchase during break times.
Lunchtimes	At lunchtimes students will have access to an allocated area including some outside space. Students will remain with their Year Group during this time. They will not be permitted to mix with other students from different Year Groups.



	A reduced selection of food will be available for purchase during lunchtimes. Students are able to bring pack lunches if this is parental preference.
Behaviour	We expect all students to follow the school's behaviour policy. In instances where poor behaviour is displayed, normal school sanctions will apply. Our principles of BEST, ACTION, PREPARED & RESPECT will be central to the successful climate and culture at Staindrop. Please see our updated policy on the website http://staindropacademy.com/parents/behaviour/
Uniform	All students are expected to wear school uniform. Please follow the link to the schools updated uniform policy. http://staindropacademy.com/parents/uniform/
Leaving school site	To ensure the student safety, departure at the end of the school day will be staggered. A time period between year groups will allow exit from the school site and boarding the buses. When students are dismissed they must not wait for any other students. They must board their bus or leave the site immediately.
Parental Appointments	Parents will need to make an appointment if they need to meet with individual members of staff, as government guidance directs us to limit the number of visitors on the school premises. Most appointments will need to take place via telephone as much as possible.
Responding to Infections	If you believe your child has any symptoms do not send them into school. You can get a test for yourself or for someone who lives with you for coronavirus symptoms: The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) If someone has symptoms at school, they will be placed in a room that symptomatic pupils will wait in until parents collect them. Parents and carers will be asked to inform the school immediately of the results of a test. The self-isolation period for those with symptoms and/or those who test positive has increased from 7 days to 10 days, as explained above If the school becomes aware that someone has tested positive, we will liaise with our local health protection team. This team will also contact the school if they become aware that someone at school has tested positive. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.