

13 July 2020

Dear Parents/Carers,

I am sure many of you were relieved to see the recent announcements that all students will return to school in September. That statement feels refreshingly normal at a very un-normal time. However, there will be a great deal of planning and information to take on board to ensure we open as safely as we can to all students. We are working on that planning currently and as details become increasingly stable we will publish them via our website. The purpose of this letter is to give a flavour of what will be a return to normalcy and what the “new normal” will look like.

Term start dates

Friday 4th September – Year 7 students

Monday 7th September – Year 8-13 students

What is still normal?

A return to students being in school all day and in full uniform receiving a full timetable of lessons. I for one cannot wait. As we have now been closed since 20th March 2020, only opening to students in small groups who have not been required to wear uniform, I have published some reminders below. Maybe this is the refreshingly normal bit?!

Uniform

All students are required to wear the Academy uniform. The Academy uniform should not be altered in any way, for example by adding clips, badges or stickers. Skirts must not be adapted; this includes folding them over at the top or wearing a bobble in them. Trousers must not be “taken in” to reduce the width of the leg. Girl’s tights must be a minimum of 40 denier. Blazer sleeves must not be rolled up. Please do not purchase non-Outwood uniform items and have logos sewn onto it. If students are seen with these items they will be asked to change into our loan uniform. **School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a polishable material.**

SHOE POLICY



Only plain black shoes are allowed to be worn with the uniform. The shoes should be free from embellishments and decorations. No trainer like shoes, boots, pumps or canvas shoes (including ‘Vans’) will be allowed. Heels should be no higher than 2.5cm/1 inch.

If students are not wearing the correct footwear they will be expected to borrow a pair of shoes from their respective Academy - the shoes will be treated with a hygienic spray after each use. Failure to wear the shoes provided may result in an exclusion for refusing a reasonable request. See website.

SHIRT POLICY



Only Academy or plain white shirts with a stiff collar are to be worn. This can be short or long sleeved. We would encourage parents to ensure that they buy shirts that are of good quality and are long enough to comfortably tuck into skirts and trousers as this is a requirement of the uniform policy. No designer logos, checks, stripes, patterns, embroidery, frills, round collars or coloured buttons will be allowed.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

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Jewellery and Make-up

No jewellery is allowed except a wrist watch and a Medic Alert necklace or bracelet. Smartwatches are not allowed. If any student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holiday, as no student will be allowed to wear earrings or any other jewellery at any time. Noticeable make-up is not allowed. Any make-up must be discreet. False eyelashes are not to be worn. Henna is not allowed. Nail polish and any type of false nails (including clear gels, acrylics, extensions, Shellac etc.) are not allowed.

Hairstyles

Hair styles should be sensible and colours should be natural. Extreme hair styles or colours are not allowed in school and no students will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hairstyles. Hair accessories should be discreet in size and colour, no scarves or bandanas (unless for religious reasons).

Students will not be reminded of our uniform policy and expectations and will be issued with an SLT detention if it is not adhered to at all times.

Chewing Gum

A reminder that chewing gum is not permitted on the school site.

Attendance and Punctuality

I read last week that this is the first time since 1880 that attendance has not been compulsory for children in England, that is 240 years ago! That includes during the war years too. Therefore, it is only right that we do all we can to ensure students can and do attend. I think many of us took attending school for granted until it was so abruptly taken away from us. I genuinely believe that students will return to school determined to make up for it, highly focussed and keen to take every opportunity they have to progress and develop.

Students are expected to be at the academy and **in lessons at 8.25am**. If students arrive after 8.25am they will be issued with a detention. If your son or daughter has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the academy, a late detention will be issued.

To ease congestion and support safe entry and exit the school day will start as normal but we ask for support from families in trying to get the majority of students here at certain times. We will also use multiple entrances and exits and the students will have designated entry points to the building. We have outlined this below: At the end of the day we will have a rota of year groups having a slightly delayed departure to thin out numbers. This is below too.

Year Group	Entrance to academy site	Entrance to zone**	Arrival Time*
7	Main car park	Student entrance, ground floor to English	8.00-8.10am
8	Main car park	Student entrance, upstairs to 1 st floor to Humanities	8.00-8.10am
9	Acres View Close	Entrance at rear of Science	8.10-8.20am
10	Main Car park	Walk round the back of the Sports Hall to enter at Science/ Maths	8.10-8.20am
11	Acres View Close	Entrance at DT doors	8.15-8.20am
12/13	Acres View Close	Entrance at rear of Common Room	8.15-8.20am

*Families with children in different year groups can drop them off at the time most convenient to them

**The subjects in bold are the zone the year group will spend most of the week in.

To avoid car park congestion please will you please consider dropping off in the surrounding area allowing students to walk the last section. This will help thin out arrival.

Departure times: The “Y” means a slight hold of 3-4 minutes before release by teachers to ease congestion.

Year Group	Monday	Tuesday	Wednesday	Thursday	Friday
7	Y		Y		Y
8		Y		Y	
9	Y		Y		Y
10		Y		Y	
11	Y		Y		Y
12/13		Y		Y	

So the key questions in your minds will now be what will the “new normal” look like? What will be different?

The DfE states "if schools follow the guidance set out here, they can be confident they are managing risk effectively."

There must and will be an increased focus on hygiene: this will mean more regular handwashing, hand sanitising and good respiratory hygiene: the 'catch it, bin it, kill it' approach. Every effort to maintain maintaining distance between individuals will be made wherever possible:

- Students will be in “bubbles” which will be year groups. Year 12 and 13 will be combined in the Sixth Form bubble.
- Year group bubbles will be accommodated in ‘zones’ where they will be taught for the majority of the week
- We will use multiple entrances and exits including the gates on Acres View Close and the path round the back of the sports hall. Each year group will have an access point to their zone that they must use. (see table above)
- The ARC will have specific arrival arrangements shared separately once they are confirmed.
- Lessons and break/lunchtime must also be taken in bubbles and schools must do all they can to limit the contact between bubbles. The guidance we are working within from Government stresses that there will be times when students pass through a zone or indeed pass on a corridor but the risk of transmission of the virus in this instance is minimal.
- To support keeping the bubbles in place during the break and lunchtime period we will operate a second lunch venue using the hall. Across both lunch venues there will be a limited menu and an increased level of recyclable, disposable cutlery and crockery. Bubbles will swap between the 2 lunch venues each week (e.g. week 1 in Restaurant, week 2 in Hall).
- One-way or specific routes to break & lunch venues will be in place. We expect students to follow these in order to ensure bubbles do not mix. The order of break and lunch time sittings will be determined by the reduction of chances bubbles will mix.
- VMG to Tutor Groups: vertical mentoring groups will not be possible if we are to keep bubbles intact so students will be reorganised into tutor groups by year groups. Tutor time will move to the start of the day.
- Desks will need to face forward in all classrooms. Where this is not possible some parts of classrooms will not be able to be used. The dining rooms will also need to operate a forward facing or zigzagged desk/table solution.

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- Specialist rooms can be used to enable us to run a full timetable. Students will leave their zone to these specialist rooms and then return to the zone afterwards. Students will be introduced and trained in effective hygiene regimes within these specialist rooms as they will be used by multiple year groups
- Enrichment is hoped for and certainly academic enrichment will be in place for those students in exam years. We are working through the details but some enrichments will be by year group bubble only.
- Students travelling to school on public transport will need to wear face masks. There will be the need to dispose of or bag up masks during the school day as the one worn on transport cannot be used in school. However, we will support students with that on arrival. Please see guidance by following this link: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Visitors

The academy will find it difficult to safely accept visitors. We would ask all families to make an appointment rather than arrive at the academy unannounced. You can contact us on 01246 230550 or by email at: enquiries@newbold.outwood.com

Equipment and PE Kit

We will provide a mini whiteboard per student but we cannot give out pens and have equipment in class shared. Therefore, please ensure students are equipped with **multiple pens (black and red), pencils, ruler, and eraser**. Where possible all pencil cases should be the smooth plastic type and not soft and plush as we know the virus lingers longer on soft furniture and fabric. We will, of course, give students a planner at the start of term. As you can see there is a lot to take on and we will be in touch over the summer with further updates.

In other news, we have a number of staff members leaving us this summer who students would normally have had the chance to say goodbye to. These include: Mrs Nichola Clarkson Mr Cheuk To, Mr Tom Jenkins, Mrs Lynn Redman, Miss Kayleigh McWha, Mr Glynn Ashley, Mr Joe Savage, Mr Austin Booth, Mr Tom Reed and Miss Chloe O'Neill. I would like to say a huge thank you to them all for their hard work and commitment to the academy and the impact they have had on the lives and successes of young people.

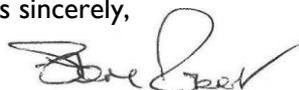
As you will see two of our Learning Managers, Mrs Redman and Mr Jenkins, are leaving us. From September Mrs Cowie will be Learning Manager for Year 8 and Miss Sheldon for Year 10. They look forward to working with their year groups.

Finally, those of you nearer my age will remember Captain Kirk and Mr Spock from Star Trek. In a famous quote Mr Spock says to Capt. Kirk "It is life Jim, but not as we know it". This is a case of "This is school folks, but not as we know it!". Whilst the arrangements will not look like the school we knew before, the intention is to teach high quality lessons and provide comprehensive student support.

I hope this will only be a temporary adjustment as the world gets to grips with the COVID19 pandemic but until that point our ambition is to open school as fully as we can within the guidance and with an eye very firmly on student and staff safety. I urge everyone to come together to support this ambition by ensuring our students are ready, equipped and aware of the changes, expectations and the value of attendance.

I very much look forward to seeing all of our students in September.

Yours sincerely,



Mr S Roberts
Principal

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