

Wednesday 15th July 2020

Dear parents and carers,

We would like to take this opportunity to write to you to address the return to school for all students in September.

All the staff here at The Arthur Terry school are thoroughly looking forward to welcoming all students back on site, full time, in September. We recognise that returning to school is vital for the cognitive and academic development of our students and their well-being.

Using the guidance and framework issued from the Department of Education, we as a school, have undertaken substantial planning and consultation to effectively manage and minimise the risks associated with COVID. Through rigorous preparations and a range of protective measures we are taking the necessary steps to mitigate risk as far as possible and promote a safe school environment, whilst still providing a high-quality educational experience, where students can thrive and grow.

Therefore, as a result of the guidance provided to schools and control measures we have adopted, we have had to make some substantial and temporary changes to the routines, systems and organisation of the school. These are outlined below.

Hygiene, Health & Safety

The safety and well-being of our students and staff continue to remain a high priority and as such to minimise risk, we have taken the preventative/protective measures outlined below:

- Promotion of good hygiene routines remain the most effective way of limiting the spread of infection. This includes robust hand and respiratory hygiene. Students will be encouraged to regularly wash/sanitise their hands and use tissues to catch it, kill it, bin it. We strongly advise that your child always has tissues and a supply of hand sanitiser with them. However, tissues and hand sanitiser will also be provided in each classroom.
- We will operate in year group bubbles and group students together to avoid mixing between groups, whilst continuing to encourage social distancing where and when possible
- Limiting movement around the school where possible through timetabling students into zones/areas thus reducing the mixing of students outside of their bubble
- Creating forward facing classrooms to encourage social distancing where possible.
- Establishing rigorous routines by all stakeholders to regularly clean and sanitise equipment, workspaces, communal areas.

It is expected that all students will follow and fully participate in maintaining good hygiene and reinforcing the protective measures we have implemented. This will include students sanitising specific equipment: for example, in an IT lesson, every student will be expected to wipe down the mouse and keyboard before and after use. Such measures allow us to run a full curriculum and support every student and member of staff in the school.

The Arthur Terry Learning Partnership, a charitable company limited by guarantee,
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Registered office: The Arthur Terry School, Kittoe Road, Four Oaks, Sutton Coldfield, West Midlands, B74 4RZ
CEO Richard Gill, NPQH, NLE, FRSA

Illness

In addition, any person showing signs of COVID must strictly follow the government guidelines and advice, which is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Anyone who displays symptoms of COVID (which includes a new continuous cough, or a high temperature, or has a loss of, or change in their normal sense of taste or smell) must stay at home and book a COVID test through the NHS testing and tracing for corona virus website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>) or alternatively this can be ordered by telephone via NH S 119 for those without access to the Internet.

If the test is positive your child must remain at home in isolation for a period of 14 days, if negative, evidence of this must be shown to the school, prior to your child returning.

Please note in line with the government guidance, if your child becomes ill whilst in school and exhibits COVID symptoms he/she will be isolated, to reduce the risk to other students and staff and you will be called to collect them.

Attendance

There has always been a clear link between good attendance and good progress in school.

In the current climate, this is more important than ever before. In accordance with the government guidance, it is important to emphasise that whilst we provide support where needed, attendance is compulsory for all students, and it is the parents or carers duty to ensure that their child attends regularly. We will continue to work with our families to ensure good attendance.

We appreciate that some households may be reluctant or anxious about returning and we would like to reassure you that we will endeavour to put the right support in place to address this.

This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

Whilst I hope the information in this letter provides reassurance around the measures we are taking, please contact the relevant progress leader at the earliest opportunity if there is a specific issue or concern you would like to discuss further.

From September reporting absence can only be made via an email to attendance@arthurterry.bham.sch.uk giving a clear reason on the email for why your child is absent.

Curriculum Content

We are pleased to confirm that we are continuing to offer a broad and balanced curriculum in all year groups and that all Key Stage 4 and 5 options will continue.

In Year 8, students will continue with the one Modern Foreign Language that they studied in Year 7. This will enable staff to ensure that student skills are further developed given the shortened period that the students have had. Full immersion in that language will ensure that students are ready to progress to GCSE Level in Year 9.

Subject leaders have been working hard over recent weeks to adapt planning for September to ensure that learning time is maximised to review and re-teach key concepts as well as focusing on teaching to build new knowledge, understanding and skills. Please continue to reassure your child that they do not need to worry about lost learning, missing out or catching up. We will do our best

to ensure that no student will be disadvantaged as a result of being away from school during lockdown.

In the event of a future lockdown

In the event of a future localised lockdown we will be using Microsoft teams to transition across to remote teaching. This will be the platform from which students will be able to access their lessons, engage in dialogue and feedback with their teacher and submit work. From September our home learning will be set using Microsoft teams to ensure students familiarise themselves with this platform to aid with a smooth transition to remote teaching, in the event of a local lockdown. We would appreciate your support with this, encouraging your child to access and engage with this to ensure that we are able to provide a high-quality provision no matter the circumstance. We will continue to use Go4Schools to inform parents what tasks are being set.

Curriculum Bubbles

One of the most significant measures for the school is the creation of curriculum bubbles, which allows students to be maintained in specific groups, limiting interaction with other bubbles as much as possible.

We have organised students into year group bubbles. Each year group bubble will be allocated a specific set of classrooms, which is, effectively, an area of the school in which most of their lessons will take place. Teachers will move to classrooms throughout the school day rather than the students to limit the amount of movement around the school. A flow system will be implemented to ensure that any movement of students around the school is done so limiting the amount of contact that students have with other bubbles and reduce the possibility of mixing between year groups.

Where specialist rooms are required, for us to continue to offer a broad and balanced curriculum offer, for example, in Design Technology, Art, Music, Physical Education, Computing or Science, specialist rooms are available and will be timetabled and available for use as required. However, in line with our protective control measures there are specific and robust cleaning protocols that will be implemented in between use by different groups to minimise and reduce risk.

Physical Education will be timetabled as we want to encourage and allow students to continue to participate and enjoy exercise as part of their education to promote physical and mental well-being. However, using the most recent government guidelines and advice the PE Department have planned and designed a variety of sporting activities in accordance with dynamic risk assessments to ensure health, safety and well-being of all their participants.

School Day

The school day has been amended to allow for a staggered start and end which will assist in keeping year group bubbles apart.

For the safety and well-being of the staff and students and to ensure that our cleaners are able to undertake and complete a thorough cleaning of the school, I must stress that students must not arrive onsite any earlier than 20 minutes before the indicated start school day time.

When students arrive on site, they will be directed to their meeting area which will be within their year group bubble.

Similarly, the departure from school will be slightly staggered to avoid the mixing of students. All students are to leave the site promptly (and are not to linger and wait for their friends) once they are dismissed from their final lesson of the day. Again, your support in this matter is essential.

	Entrance / Exit Point	Start of the school day	Break	Lunch	End of the school day
Year 7	Main student entrance	08.50	10.45-11.15	12.15-12.45	14.45
Year 8	Green gates left of reception	09.15	11.15-11.45	12.45-13.15	14.55
Year 9	Green gates left of reception	09.45	11.45-12.15	13.15-1.45	15.05
Year 10	Main student entrance	09.15	11.15-11.45	12.15-12.45	15.00
Year 11	Back Gate	08.50	10.45-11.15	12.15-12.45	14.50
Year 12/13	Main student entrance	09.00	10.15-10.45	11.45-12.15	15.05

Travel to and from School

The government advice is that public transport use is minimised, and alternative methods of transportation are used where possible.

- If your child travels by public transport your child must wear a face mask or covering.
- Please see the detail below for the specific protocols and measures that are to be followed on arrival to school when wearing a face mask or face covering

Face Coverings

Public Health England does not (based on current evidence) recommend the use of face masks/coverings in schools. They are not required in schools as students 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.

However, face masks/coverings **are required at all times on public transport and designated school buses** for all students. For students using a face covering on their way to school, there will be specific protocol to be followed on arrival. This will include:

- Not touching the front of their face.
- Wash or sanitise their hands immediately on arrival.
- Disposing of temporary face coverings in the bins provided or placing reusable face coverings in a clear plastic bag that they can take home with them and then clean/sanitise their hands again before entering a classroom.
- It is expected when using disposable masks, it is the parent/carers responsibility to ensure that their child has enough face masks/coverings for the journeys to and from school.

Uniform

Students in Key Stage 3 and 4 are expected to wear full school uniform as outlined on the school website.

Sixth form students will be expected to wear the full sixth form dress code.

We thank you in advance for your support and recognise that most of our students come to school every day looking smart and proud to wear our school uniform. However, we also request that if you feel there will be a specific barrier to meeting the uniform policy, or if you are facing particular hardship, you should contact your child's progress leader at the earliest opportunity to discuss the support that we can provide.

Adjustments for days on which students have timetabled PE

If your child has PE they are permitted and should arrive at school in their full school PE kit on that day to avoid any need to use the changing rooms. PE will not take place outside on days when the weather is poor, which will be decided by the PE teacher.

Equipment

To help minimise and reduce contact between students, they will not be able to borrow equipment pens pencils etc when they come into school. We will be providing paper textbooks and exercise books as normal.

Therefore, we require all students to bring the following items into school every day. Please support us by ensuring that your child has the following:

- Pencil and pen (black, red)
- Glue stick
- Ruler
- Calculator (scientific)
- Highlighters
- Pencil crayons or felt tips
- Earphones (with mini jack for use with a computer or for listening exercises in music and languages when directed)
- Dry white pen for use with mini whiteboards
- Clear sealable plastic bag if travelling by public transport and using a face covering or mask
- Hand gel with 70% plus alcohol content (hand sanitiser)
- Tissues

Please note that students will need to bring their own water bottle filled with water, as the communal water fountains will not be available for use during the school day.

Behaviour Policy & Expectations

As I am sure you appreciate the arrangements outlined within this letter are specifically in place for the safety and security of all students and staff. We recognise that most students will continue to meet our high standards for conduct and behaviour every single day and our high expectations will continue.

It is essential and right that our focus is on reinforcing excellent routines, relationships and delivering high quality learning and teaching experiences. Students, therefore, will be expected to follow the school behaviour policy - please familiarise yourself with the new addendum (published on the school website), which reiterates and reinforces the protective measures and health and safety expectations. This also includes the continued operation of detentions and internal exclusion.

Given the time already missed, we cannot allow individual students to risk any further disruption to learning.

However, we also fully understand and appreciate that a great many students will have faced a diverse range of personal, social and emotional challenges during this time. And we are committed to providing the right support for all our students.

Our policies, approach and curriculum in the first term, and beyond, will have an explicit and consistent focus on well-being, positive relationships, and clear routines to ensure that students are able to access the support they need and re-integrate positively back into school and continue their learning.

Tutoring

During this period of time every student will continue to be allocated to a Tutor Group and a Form Tutor. Tutor Time will take a different format at this stage, with Form Tutors making contact remotely with their Tutees and classroom teachers supporting with the delivery of pastoral materials. We will re-commence with our traditional vertical tutoring system when government guidance allows.

Please can you ensure that you log on to Go4Schools at the start of the new academic year to confirm your child's Tutor Group, as some students will find their either their Tutor group, Form Tutor or House Group may have changed. If this is the case we do appreciate that disruption to consistency is not ideal at this time, but due to structural/staffing changes at school this has been necessary. Please be assured that regardless of who your child's Form Tutor is, and which house group they are placed in, they will continue to receive the very best pastoral care and support.

We would like to emphasise that the Form Tutor remains the first point of contact for students and Parents/Carers for pastoral matters, and they can be contacted via their respective house group e-mail address e.g. gloucester@arthurterry.bham.sch.uk Please remember to allow a 48 hour response time when contacting school.

Your child's Form Tutor will make contact with the students in their Tutor Group either virtually or physically early in the new term, dependant on their Year Group.

Please note that if your child has moved to Derby house school will 'trade in' your child's old house group tie for a new one at the start of the new academic year. Information regarding all other uniform issues can be found on the school website.

Parent and carer access to the school site

In accordance with the guidance above, we will need to carefully control visitors to the school site.

Whilst we continue to highly value the relationship and communication between home and school, parents or carers must only come into reception or onto the school site with prior agreement or for a prearranged appointment.

September Arrangements

Please see the plan below for returning back to school in September. There is a deliberate staggered start to school to give us the time and space to reintegrate our year groups, by providing them with the opportunity to engage in a comprehensive induction programme that is focused on student well-being, re-establishing positives routines and practise to promote good hygiene and social distancing

- Monday 31st August – Bank holiday
- Tuesday 1st September – INSET day with all staff in school
- Wednesday 2nd September
 - Induction day for Y7
 - Enrolment for Y12 joiners – please refer to the sixth form letter for specific timings
 - All other year groups at home
- Thursday 3rd September
 - Induction day for Y11
 - Induction day for Y13 either an AM or PM session- please refer to the sixth form letter

- All other year groups at home
- Friday 4th September
 - Induction day for Y8, 9, 10
 - All other year groups at home

Please note year 12 returning students will be enrolled virtually after results day

We would like to thank you for taking the time to read the information contained in this letter and thank you for your continued support. We are very much looking forward to welcoming back our students to the school and we eagerly look forward to seeing them or in September.

In the meantime, if you have any further queries that are not specifically addressed in this letter or in the information provided on the government website, please contact the school through enquiry@arthurterry.bham.sch.uk

Yours faithfully,

Leadership Group
The Arthur Terry School