



2 September 2020

Dear Parents and Carers

I would like to thank you for your support in what has proved to be a difficult time. We have missed having the students in school and are looking forward to welcoming everyone back in September.

The government has issued detailed guidance which requires us to keep year groups apart from each other, stagger the beginning and end of the school day to enable year groups to leave at different times and to keep year groups apart at break and lunch times.

A copy of the full **risk assessment** is attached and is available on the school website.

## **Start of Term**

To allow staff to be trained and students to be acclimatised to new routines, we will operate a staggered start of term in September. Times are below:

### **Monday 7th September**

Year 7 at 8.25 a.m.

Year 11 at 12 noon

Y8, 9 & 10 do not attend school on Monday

### **Tuesday 8th September – all students attend**

Year 7 – 8.30 a.m. via main gate

Year 8 - 8.30 a.m. via delivery gate

Year 9 - 8.40 a.m. via delivery gate

Year 10 - 8.40 a.m. via main gate

Year 11- 8.40 a.m. via canteen entrance

All of the arrangements and our risk assessment have been approved by the Empower Learning Academy Trust, the London Borough of Havering Education and Inclusion Department and the London Borough of Havering Health and Safety Advisory.

## **Face Masks**

Following further DfE guidance this weekend, all students and staff will be required to bring a face covering to the Academy each day. This will mean that for any unforeseen circumstance which arise when being able to wear a face covering would enhance student or staff safety, they would be readily available. Our risk assessment has been updated to reflect these changes.

We will be asking students to wear face coverings when using corridors between lessons when they might come into contact with others who are not in their year group bubble. We will also ask that they are worn in PE changing rooms.

Face coverings will not be required to be worn in lessons.

Students should bring a resealable plastic bag in which they can place their face covering when not in use. It would be best if face coverings were of the reusable, washable type. They should be plain or have a simple pattern.

Parents or carers for whom bringing or wearing a face covering would present an issue for their child, should contact the relevant Support and Guidance Manager to confirm arrangements.

### **Key points**

- All students must attend school from September.
- Students will need to wear full school uniform and have their own equipment.
- Phased start and end times for different year groups, using different gates.
- Phased break/lunch times for different year groups.
- Separate food pick-up stations for each year.
- Separate playgrounds for each year during break and lunch.
- Students remaining in one classroom for the majority of lessons.
- All desks moved to be forward facing.
- Increased handwashing facilities and sanitiser stations across the school – Students will be required to sanitise their hands at the start of every lesson.
- Lidded bins in every room.
- Cleaning materials in every room for use of students and staff.
- There will be enhanced cleaning and hygiene arrangements in place across the whole site.
- All students must bring a face covering (mask) to school to wear in corridors and indoor communal areas.
- If students or anyone in their household has symptoms of Covid-19 then the student must not attend school.
- Students must, as far as possible, walk or cycle to school and public transport should not be used if there are any other alternatives.
- Students and staff will be required to keep distanced from each other as far as possible.

Yours sincerely



**Shahid Deen**  
**Principal**