



26th August 2020

Dear Parent /Carer

This letter is to clarify the arrangements for students returning to school in September. This includes an update on face coverings as a result of new government released today. We will keep our social media and website updated of any changes either before we return or during the first few weeks.

Arrangements for September

The Government has issued further guidance for schools regarding how schools should operate in September and we can now confirm our arrangements for the start of the new academic year. What I present here are our current plans, which could change in the event of a second spike or local lockdown. Information on schools reopening can be found [here](#).

Government guidance

This stresses that some of the protective measures we have already put in place in school during our partial reopening to reduce the risk of catching Covid-19 should remain in place. These are:

- Regular and through handwashing and respiratory hygiene.
- Enhanced cleaning.
- Students being part of 'bubbles' with restricted contact, where possible, with other 'bubbles'.
- Anyone with symptoms not entering the school site.
- Restricted and controlled access to the school site.
- A one-way system for all staff and students around the school site.

'Bubbles'

In secondary schools 'bubbles' are composed of students in the same year group up to a maximum of 250. In order to minimise contact between 'bubbles' we have:

- Provided specific zoned areas for different year groups to enter and leave the site, line up for lessons and have their lessons. Due to smaller cohort numbers years 10 and 11 have been put together.
- Designated zoned areas in the school grounds for outside recreation.
- Divided the school day so there are four equal length lunch breaks of 25 minutes with separate areas for them to eat and spend their free time. Students will still be able to buy using Squid and do not need to carry cash.
- Food will be available to all years and provision will be made for free school meal students.

Other measures to ensure distance between bubbles include:

- Years 7, 8 and 9 will be taught in tutor groups in the same teaching room for all classroom-based lessons (except for IT). There will be one seating plan in use for all subjects which will be set by the pastoral team and SENCO.
- Years 10 to 13 will be taught in teaching groups and will move teaching rooms within their allocated teaching spaces to enable access to specialist teaching and enable group changes. Each classroom teacher will set their own seating plan in ClassCharts for each of their teaching groups.
- Enrichment will run for students in specific year groups rather than mixed year groups wherever possible.

Attendance



Government guidance is very clear regarding expectations around attendance. All students are expected to attend school every day unless illness prevents them from doing so. Where absence is reported due to symptoms of COVID-19, absence will only be authorised where evidence of COVID-19 testing is provided to the academy. This is to ensure that where a member of the community has symptoms, or has been put at risk of infection due to being in contact with someone who has tested positive, testing occurs without delay.

It is understood that evidence may take time, therefore absence will be recorded with the reason given noted immediately. Where evidence is not able to be provided immediately we will delay referral of the absence to the local authority for 14 days to ensure that families have time to provide the information required. This will ensure that where absence is due to COVID-19 it will not lead to a fixed penalty notice being issued inappropriately. Where evidence is not provided, absence will be unauthorised in line with the attendance policy guidance.

The academy has clear protocols for providing remote education for those isolating (following clinical advice) due to COVID-19.

An addendum to our attendance policy is available in the policies section of our website. <https://www.magnusacademy.co.uk/our-academy/policies/>

Staggered Return to School in September

To facilitate a smooth start to the academic year, including familiarisation with new protocols, we will stagger the return of students to the academy in September.

- Year 7 and 11 students **only** return to school on Wednesday 2nd September at 8.30am.
- Year 10 will return at 12.45pm on Wednesday 2nd September.
- Years 8, 9 and 13 return on Thursday 3rd September at 8.30am.
- Y12 will have individual enrolment appointments on Thursday 3rd September, these will be sent out separately.
- Y12 begin their studies on Friday 4th September at 8.30 am.

Staff will meet all students in the car park area of the school and direct them to their specific year group entrance as they arrive.

A diagram of separate year group entrances and adjusted timings of the school day, in response to Covid-19, are attached as separate documents

Behaviour Expectations in September

The majority of our behaviour and rewards systems will continue unchanged however there are some amendments to how we will implement our behaviour policy which are set out in the addendum to our policy which is available on our website: <https://www.magnusacademy.co.uk/our-academy/policies/>.

Dress Code and face coverings

Expectations of uniform remain the same with the following addition regarding face coverings. Students **may wear a face covering in corridors and communal areas** if they choose to. We are not at this stage making this mandatory but in the event of local interventions being implemented by the government then all pupils and staff, unless otherwise exempt, will be required to wear a face covering when moving around the academy. To ensure the safety of all in our school we will ensure that those choosing to wear face coverings adhere to the following expectations:



- The face covering must cover both the nose and the mouth when being worn.
- Face coverings must be worn on the face, not round the neck or on the head.
- Each person must have their own facecovering, masks **must not** be shared.
- All face coverings must be put away upon entering the classroom.
- You should not touch, pull or interfere with another persons mask.

We continue to hold the view that the best defence against the virus is social distancing and regular handwashing. Therefore it is essential that even when wearing face coverings, staff and students continue to adhere to the other safety measures in place. Failure to follow these expectations will result in individuals being sanctioned using the schools behaviour policy.

Transport

We are currently unable to provide transport for year 7 students with our own minibus and we are unable to control the mixing of students on school buses. Parents are encouraged by Nottinghamshire County Council to make alternative arrangements where they can. Students are encouraged to walk or cycle to school where possible. Should your child need to come to school on public transport they must wear a facemask. Please contact County transport services directly if you have further queries.

What happens if a student or member of staff tests positive for Covid-19?

If there is a confirmed case of Covid-19 we will follow the instructions of Public Health England who will advise us on who will need to self-isolate. This is likely to include some members or all of the bubble to which the student who has tested positive belongs. Family members only need to self-isolate if they develop symptoms. Your support in keeping everyone safe is important. In the event of a bubble self-isolating, lessons will be conducted remotely over Microsoft Teams. Year 7 students will be trained on the use of this in September.

Will the school continue with their normal events in the Autumn term?

We will be unable to hold whole school events like parents' evenings face to face in September but will keep all such events under review. These occasions are important so we will use alternative ways to conduct them. Peripatetic music lessons and events such as one to one careers interviews will take place via video calls.

Students: <https://www.magnusacademy.co.uk/student-support/advice-and-support/>

Parents/Carers: <https://www.magnusacademy.co.uk/parent-information/advice-support-parentscarers/>

What else do I need to know ready for the start of the new academic year?

- Students will sit side by side facing the front of the class wherever possible and not in circular table groups.
- PE lessons will go ahead as per the timetable. Students will change in their bubbles, changing rooms will be cleaned after use to minimise cross contamination between bubbles. The guidance is clear that the risk of infection is considerably less outdoors, therefore PE lessons will take place outside in all but the most extreme weather cases.
- Only essential visitors are able to come onto the school site.
- Parents should not come onto the site without an appointment and most contact will be by phone or by video call. There will be the facility to drop off small items outside school for students with a number to call should you require assistance.

And Finally...



Thank you for your continued support of the school during this crisis, and particularly for the kind comments and messages that you sent to my colleagues and me during the last few months. They have certainly helped to maintain morale and have been well-received. I look forward to welcoming our students back next week and to the next academic year with a renewed enthusiasm.

Yours faithfully

Mrs Martin
Principal