

24th August 2020

Dear Parent/Carer,

Start of the school year in September 2020 - Welcome to Southfields Academy

Following the most unusual final summer at your primary schools I hope you and your families have been able to get some rest, enjoy the sunshine and stay safe.

We now look forward to a full, phased return to school in September, which will begin with an induction period to welcome our new year 7 students. I appreciate that some parents or students may be a little anxious for a number of reasons so our plans are for a measured and safe return in September. Firstly, staff will need training around new protocols and control measures, and we will then run three half days of induction for our new intake.

Towards the end of the summer term we endeavoured to speak to all new parents/carers and students via a telephone induction interview with one of our teachers. To ensure the safety of your child this must have taken place in advance of the first day of induction on site. If we were not able to organise this with you last term please email ann.mccarthy@southfieldscademy.com to arrange an appointment.

Arrangements for start of term – Induction

Due to the additional disruption in our transition process this year we have planned for an extended three day year 7 induction period. During this time your child will take part in a series of wellbeing and induction activities that aim to ensure they feel welcomed, safe and supported as they embark on this next stage of their academic lives.

Date	Times	Details
Friday 4th September	8.00am – 12.10pm	Induction Day 1 Students enter the Academy via an entrance on King George's Park. Please arrive at 8am. Students will be directed to their tutor groups and assigned a space in an outdoor zone where they must line up every morning. (When arriving with your child please make sure you socially distance and do not congregate around the entrance to the astro-pitch). Food/drink On this first day of induction your child will be provided with a free drink and a snack. Please collect your child at 12.10pm from the same entrance on King George's Park. <i>(Please also let your child's tutor know whether you will be collecting them for the next two induction days, or if you give permission for them to make their own way home).</i>
Monday 7th September	8.00am – 12.10pm	Induction Day 2 As induction day 1. <i>(Reminder: Students are permitted to arrive/leave unattended by a parent/carers ONLY if this has been</i>



**Southfields
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		<p><i>previously communicated on the first day of induction with their tutor.)</i></p> <p>Food/drink – your child should bring a packed lunch, have credit from parent pay, or, will access free school meals as appropriate from this day onwards.</p>
Tuesday 8th September	8.00am – 12.10pm	<p>Induction Day 3</p> <p>As induction day 1.</p> <p><i>(Reminder: Students are permitted to arrive/leave unattended by a parent/carer ONLY if this has been previously communicated on the first day of induction with their tutor.)</i></p>
Wednesday 9th September Onwards.	8.00am – 2.00pm	<p>Normal Timetable</p> <p>Students will arrive in the same way they have practised during the induction period but will now take part in their normal timetables lessons.</p>

The safety of our staff and students is our first priority. Please read the following guidelines to ensure that it is safe to come on site. If for any of the reasons stated below your child is not able to attend the induction, please put the details in an email to our admissions officer ann.mccarthy@southfieldscademy.com .

- Students who have symptoms of covid, or, who have tested positive with covid must not attend school until they have recovered fully.
- If the household in which a student is living are isolating, the student must not attend school until the isolation period has elapsed.
- Students are expected to attend school in full school uniform. They must bring only essential equipment for lessons. This means they should have their own pencil case with pens, pencils, erasers, ruler and a calculator. Students should bring their own water bottle and can bring a packed lunch if they want to. The school canteen is open for hot meals.

Arrival to school

- Travel to school – where possible we advise all students either walk or cycle. If your child has to use public transport then please ensure they are equipped to wear a face mask in line with the regulations. These masks will need to be placed stored away safely by the student (in a plastic bag), or, disposed of safely on entry to the academy. If a student wishes to wear a mask on site, it needs to be a clean mask and not the mask used on public transport.
- Students will enter the school site arriving via the King Georges' Park back gate entrance. These gates will be open for different year groups at the specified times listed in the table below.
- Any student showing symptoms of Covid-19 will be sent home and their parents notified. Parents should confirm any changes to contact details so that the school has up to date information. The School will notify Public Health England if a student tests positive for Covid-19 and will follow their advice on how to proceed.
- Any student who is feeling unwell with symptoms other than those of Covid-19 will also be sent home and parents notified as we will not have the capacity to support students who are unwell on site.
- Students will not be able to go to the medical room for minor issues. They will need to remain in class or ask to be sent home if they are unwell. Staff will not allow

students to go to the medical room during lessons. If any student is feeling unwell, they should speak to their teacher who will send them to Reception. Students will then wait on the benches in the foyer before being seen by a member of SLT who will decide whether the student is to remain in school or be sent home. If a student is to be sent home parents will be notified immediately.

- On entry students will register and sanitise their hands before making their way to their Year group zone outside.

The School Day

- Students will be issued with a coloured badge which will indicate which year group they are in. This will help us to ensure that the year group 'bubbles' are kept apart through the school day.
- At 10 minutes before lesson 1 start, the whistle will be blown and students will line up in their zones in tutor groups. Students will then be dismissed to lessons in a staggered manner.
- Students will receive their timetable during their IEAP interview. This timetable will include all planned lessons with movement time in between and one break time only. Students will follow a full curriculum taught by their specialist subject teacher.
- Each student will only have one break time to minimise opportunity for cross-contamination. Students will be able to buy a hot meal in the canteen (or Free School Meals will be provided as appropriate) and then will be expected to spend the rest of the break time outside in their specified zone. There will be no indoor break facilities. Students should be prepared with waterproof overcoats for those occasions when it is raining.
- Afternoon registration will take place in tutor groups every day. After this tutors will escort students off site in a staggered manner for year groups 7, 8, 9 and year 12 Level 2. Exit will be via King George's Park gate. Students must not gather in the park but must make their way home on dismissal.
- For years 10, 11, 12 Level 3, 13 and IG, students will proceed to lesson 5 after tutor period.
- There will be no large group gatherings during the school day, instead assemblies will take place virtually in tutor groups once a week.
- Throughout the school day students will follow a timetable in their year group bubbles and will have break in their year group bubble.
- Whilst moving around the site in between lessons students must observe the one-way systems in corridors and on stairwells where this has been marked out. Students will move around the site in single file to minimise cross contamination between different year groups. Following IEAP interviews students' first day back will include induction and familiarisation with new systems.
- Our behaviour policy will be in place and the highest standards of behaviour will be expected at all times. Any covid adjusted practices will be outlined in the protocols document on our website and will be explained during the IEAP interview.

Classroom practices

- Students will line up outside their classroom and will be seated in a controlled manner by their teacher. Every classroom will be set up with hand sanitising stations. Students must sanitise their hands at the start and end of every lesson.

- All desks are arranged so that student are facing the front. Students will be shown their seat by the teacher and must remain in the allocated seat throughout the lesson.
- There will be a 2 metre line at the front of the classroom. Students must not cross this line and teachers will not cross this line. Teachers will not be able to move amongst students to provide the usual one-to-one support.
- Any support from teaching assistants will be managed on an individual basis following an additional risk assessment.
- Before students enter classrooms desks will have disinfectant sprayed on them. On entry students will be handed paper towels to wipe down those surfaces and then throw the towel in the bin.
- Doors and windows will remain open throughout lesson time.
- At the end of lessons students will be dismissed in an orderly manner when they must observe the one way system to travel to their next lesson in single file.
- Students will then be dismissed to lessons.

Break times

- There will only be one break time for each year group.
- Each year group will be directed either to use the canteen at the start of break or to go to their designated outdoor zone.
- Before entering the canteen students will line up, queue to buy their food and then be shown to a table where they can eat their food. As soon as they have finished students will take their plates to designated stations and then proceed outside to their year group zone.
- Only one year group at a time will be using designated canteen zones. All tables will be cleaned between usage.
- Outside students will have year group designated zones and designated toilets.
- At the end of break the whistle will be blown and students will line up in their tutor groups.

Year Group 'bubble'	Arrival	Break canteen	Break outside	Tutor time	Departure
7 (from Wed 9 th Sept)	8.00-8.20am	10.35am	10.50am	1.15pm	By 2.00pm
8	8.00-8.20am	10.25am	10.40am	1.15pm	By 2.00pm
9	8.00-8.20am	10.15am	10.30am	1.15pm	By 2.00pm
10	9.30-9.50am	1.00pm	1.15pm	1.40pm	3.40pm
11	9.30-9.50am	1.00pm	1.15pm	1.40pm	3.40pm
12 Level 2	8.00-8.20am	10.35am Or off site	10.50am	1.15pm	By 2.00pm
12 Level 3	9.30-9.50am	1.15pm	1.30pm	1.50pm	2.50pm Except Wednesdays at 3.45pm
13	9.30-9.50am	1.15pm	1.30pm	1.50pm	3.45pm
International Group	9.30-9.50am	1.15pm In assembly hall	1.30pm	1.50pm	2.50pm

Departure

- At the end of the school day students will be escorted off site in their class group via King George's Park gate. Students must not gather in the park but must make their way home directly on dismissal.
- Students will depart at staggered times.

NB: These timings are subject to minor change. Movement will be closely monitored and managed to ensure safety. Timings may have to vary at any time.

All students who are in the 6th Form (Year 12 Level 2, Year 12 Level 3, Year 13) may go off-site during their break time following protocols issued by the 6th Form team.

Extra-curricular activities

- There will be no morning or after school provision for the first half term. This will be reviewed at the end of the first half term.
- School trips will not take place in the first instance and external visitors will not be attending school until the end of the first half term. This will be reviewed at the end of the first half term.
- Specialist visitors and support workers will be able to provide support for our students but this will be managed with new protocols and control measures overseen by our SENCo.

Finally, please rest assured that we are making every effort to minimise risk to students and staff and at the same time endeavour to provide a full curriculum for your child to facilitate speedy recovery where necessary and a positive start to their learning journey here at Southfields. We ask for your co-operation in these endeavours and that you prepare your child in the best possible way to succeed under these control measures.

We aim for a positive start to the new academic year and hope that you and your family stay well throughout.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Wanda Golinska', with a stylized, flowing script.

Wanda Golinska
Headteacher