

29 August 2020

Dear Parent

### **Update for the start of term**

I hope your summer holiday has been restful and safe. We are very much looking forward to welcoming students back to school next week. As a reminder, as per our website news update <http://www.theacademycarlton.org.uk/news/start-of-term-september-2020> here are some key bits of information for you and your child in preparation for the new term. Please read this very carefully.

The start dates, times and arrival routes for students are as follows:

**Year 7:** First day of term: Wednesday 2 September

Arrival time & Route: 8:30-8:40 via Main Student Entrance Gate by play park

Departure time & Route: 3:00pm via Main Student Entrance Gate by play park

**Year 8:** First day of term: Friday 4 September

Arrival time & Route: 8:30-8:40 via student gate by Theatre

Departure time & Route: 3:00pm via student gate by Theatre

**Year 9:** First day of term: Friday 4 September

Arrival time & Route: 8:30-8:40 via gate by West Wing

Departure time & Route: 3:00pm via gate by West Wing

**Year 10:** First day of term: Thursday 3 September

Arrival time & Route: 9:05-9:15 via student gate by Theatre

Departure time & Route: 3:20 via student gate by Theatre

**Year 11:** First day of term: Thursday 3 September

Arrival time & Route: 9:05-9:15 via Student Entrance Gate by play park (not main drive)

Departure time & Route: 3:20 via Student Entrance Gate by play park (not main drive)

**Year 12:** First day of term: Monday 7 September

Arrival time & Route: 8:35-8:45 via Back Gate to school at rear of Carlton Forum

Departure time & Route: 3:20 via Back Gate to school at rear of Carlton Forum

**Year 13:** First day of term: Thursday 3 September

Arrival time & Route: 8:35-8:45 via Back Gate to school at rear of Carlton Forum

Departure time & Route: 3:20 via Back Gate to school at rear of Carlton Forum

### **INFORMATION IN RELATION TO FACE MASKS IN SCHOOL**

You will be aware that in recent days the government have changed their advice on the wearing of face coverings in schools. They are now leaving it to the discretion of individual schools to make their arrangements, although in areas of the country where there is a local lockdown face covering must be worn inside the buildings, except for in classrooms. We are not in an area of local lockdown at this time.

Staff and students at The Carlton Academy will **NOT** be asked to wear face coverings but are welcome to do so if they so wish at **ANY** time. If you wish to do this you need to provide your own **PLAIN** face mask and a **sealable plastic bag** in which to keep it when not being used. The school will **NOT** be providing face masks or plastic bags to staff or students. Any changes to our approach will be communicated to you in writing. We will be speaking to students about this on their first day in tutor time as part of their induction. We are advised to remind you that face masks should be worn when travelling to or from school on public transport.

### **Classroom layouts and social distancing**

The letters sent at the end of term outlined the way in which year groups will be housed in areas (bubbles) of the school. These are still available on our website from the link at the start of this letter.

We have divided the site into seven main learning areas and year groups will have all of their lessons taught in their own bubble. Classrooms have been rearranged so that, in the majority of lessons, students will sit in rows facing the teacher. There is **NO** requirement for us to enforce 2m social distancing between students in classrooms or corridors, although we have made significant changes to our timetable and one-way systems to minimise any unavoidable contact across year groups. We are still able to provide lunch for all students, using a variety of spaces. It is essential that all students bring all required equipment to school, this was also outlined in the letter sent before the end of term.

### **Payments for catering**

Access to cash loaders in school will be restricted and we ask that you make all possible payments on line using Parent Pay. This will massively help us and your child. We respect that not everyone is able to do this, I simply ask that you do at all times where you are able to reduce the need for using these shared devices.

### **Parents coming onto school site**

No parents should come onto the school at any time unless it is to drop off or collect a student with accessibility issues who cannot meet you off site. Staff will be monitoring this very closely and we ask for your full support in the interests of everyone's wellbeing.

### **Parents meeting staff**

Any parent who wishes to meet with a member of staff can only do this by **prior arrangement**. Any parent who turns up at school asking to see a member of staff will be asked to leave. This is in order to manage the site safely and ensure that we have meeting spaces available for pre-arranged meetings. If you wish to meet a member of staff you are asked to contact reception by phone in the first instance who will happily assist you.

### **Attendance**

All students are expected to attend school every day. Please contact our Attendance team should you have any reason for absence and they will speak to you.

**COVID-19 symptoms**

If anyone in your household has symptoms of COVID-19 do not come to school. You are then asked to get yourself tested urgently and we will be contacting you for any update as part of our attendance monitoring on a daily basis. If your child has been in school and has a positive test result, it is essential that you contact us immediately.

**Further updates**

We will update you with any further information and write to all parents at the end of the first week. I believe we have made the best possible plans for reopening and will be discussing all aspects of our provision with students on their return.

Many thanks for your ongoing support.

Yours sincerely

Richard Pierpoint

Executive Head