

16 July 2020

Dear Parent

Reopening of The Carlton Academy for all staff and students, September 2020

As you are aware, Government guidance is that schools will reopen from September. We have been working extremely hard over the last few weeks in anticipation of the full re-opening of school and I am delighted to tell you that The Carlton Academy has now completed planning to welcome students and staff in all year groups safely back to school.

This has been a complex and challenging time for us all and, as I am sure you can imagine, there have been many aspects of school life to consider. When we return in September, there will need to be some significant changes to how we operate, some of which may offer us opportunities and others that will restrict us but for good reason.

I have detailed below some of the **key** structures that we have had to put in place:

- There will be some slight adjustments to the arrival and leaving times for some students and year groups will be give specific entry and exit points onto the school site. These are detailed later in this letter
- On arrival, all students will be required to sanitise hands as they will do at regular intervals during the school day. Students are welcome to bring their own hand sanitiser to school alongside that which we will provide
- Tutor time will move to the start or end of the day to enable us to manage movement of students around the site
- Students will return to school for their first day in September on different days to help with induction and ensuring all measures are working as they should to protect everyone in school

In relation to the day to day running of school, the following steps have been taken:

- Students will work in whole year group bubbles and will not come into contact with students from other year groups at any time
- Classrooms will be designated into 'year group zones', minimising the mixing of different year group bubbles
- Vertical tutor groups will be temporarily replaced by pastoral year groups for each year – students will be in a same age tutor group with students from the same House and will remain firmly linked to their House and pastoral team as normal. The tutor programme, DRIVE and PSHE programmes will be delivered in tutor time and assemblies will be done as live streamed events in classrooms for each House until further notice
- There will be a lunchtime food offer for all students, making use of the Dining Room and the Theatre, which has been rearranged into a Dining Space. The food offer will be broadly similar to normal with some slight adjustments depending on which space each Year group is using each day. Students will eat in year groups and those who bring sandwiches will remain with their peers. In the event of wet weather, students will go to their classroom areas at social times as year groups cannot mix at any time
- Water fountains will remain turned off. **It is essential that all students bring their own water to school to drink during the day as we cannot allow students to leave rooms to get drinks**
- Students will be able to access the cash machines to insert money for lunches at very specific times, however we ask that you make **every effort possible** to make payments online to avoid the need for using the machines in school

- Students will have their normal timetable of lessons with their specialist teachers – there will be some changes to some practical lessons such as D&T, Art, PE and music where regulations mean that not all normal practical activities can take place for the time being, Further information will be shared with students in September - students do not need to bring PE kit into school for their first **day** back

Dates for return, arrival and departure times and routes into school for individual year groups

The changes that we have put into place requires students to have a specific induction, balanced against getting students back into school as soon as possible. The date, times and arrival and departure details for each year group is given in the table below, students are to be in school every day from the date shown below for their year group using these times and routes. **Attendance is compulsory for all students as per government guidelines.**

Year	First day of term	Arrival time and route	Departure time and route
7	Wednesday 2 September <u>Year 7 Induction Day</u>	8:30-8:40 via Main Student Entrance Gate (not main drive)	3:00pm via Main Student Entrance Gate (not main drive)
8	Friday 4 September	8:30-8:40 via gate on Carlton Forum site by West Wing	3:00pm via gate on Carlton Forum site by West Wing
9	Friday 4 September	8:30-8:40 via Main Student Entrance Gate by the Theatre	3:00pm via Main Student Entrance Gate by the Theatre
10	Thursday 3 September	9:05-9:15 via Main Student Entrance Gate (not main drive)	3:20 via Main Student Entrance Gate (not main drive)
11	Thursday 3 September	9:05-9:15 via Main Student Entrance Gate by the Theatre	3:20 via Main Student Entrance Gate by the Theatre.
12	Monday 7 September – specific information will follow from sixth form	8:35-8:45 via Back Gate to school at rear of Carlton Forum	3:20 via Back Gate to school at rear of Carlton Forum
13	Thursday 3 September	8:35-8:45 via Back Gate to school at rear of Carlton Forum	3:20 via Back Gate to school at rear of Carlton Forum

Parents of students in years 8 to 13 will receive a further message from school in relation to the rooms your child needs to go to on arrival in school. This will be posted on our website and texted to you at least 24 hours before they are due back in school in September. In addition, there will be a programme of after school supported learning to help students recover from the lost learning time. Further details of these will be shared with you in September.

Expectations and Ethos

We have managed to run school safely for limited numbers since March with very tight processes in place. The arrival of the rest of the school is hugely welcomed. It is essential that all students appreciate the seriousness of the situation and the need for complete compliance of rules at all times, and even more so with the new systems in place. I ask that you discuss this with your child and their role in supporting their school, their peers, staff and community in demonstrating outstanding

behaviour. We have the same expectations as ever in relation to school uniform and equipment. Any students who do not meet these expectations will be dealt with quickly in order to support the safe running of school. Please ensure you have all school uniform and equipment well in advance of the new term, further information is available on our website.

Finally

As you would expect, huge consideration has been given to how we can best help our students on return to school. I am confident that the adjustments we have made, ensuring students are not disadvantaged academically through not being in school, aligned to the support they will all receive following an unprecedented period of absence, will help everyone to achieve a successful return. I can assure you that the whole staff team will be focused on the 'whole child' as we all re-adjust back into school life.

In September, we will write to you weekly with updates. It is our clear intention to return to 'normal; as soon as we can, including launching our extensive Opportunities Programme and Inter House events along with the outstanding academic offer. However, for now we need to ensure we get students back into school safely and give them, you, our staff and the wider community the confidence that we are delivering an outstanding service in the most unrepresented of times.

Many thanks for your ongoing support.

Yours sincerely

A handwritten signature in black ink that reads "R. Pierpoint". The signature is written in a cursive, slightly slanted style.

Richard Pierpoint

Executive Head