



15 October 2020

Dear Parent

Update from TCA – changes from 2 November 2020

As we reach the end of the first half term, we have spent considerable time reviewing our current arrangements in school. This half term has been an unprecedented time for us all and I would like to thank you for your support.

Having undertaken a detailed review, I am now writing to inform you of some important changes that are being made from **2 November 2020**. These affect all students and I ask you to read them carefully with your child.

The key aim of these changes is:

- Keep all members of the school community as safe as is possible
- To further improve the quality of education being delivered to all students
- Provide staff with the best possible facilities from which to teach their subject, including specialist facilities such as technology, music, science, drama, computing, art, photography and PE in order to maximise outcomes for students
- Opportunity to offer after school clubs
- Gives us a sustainable model which we can use throughout the duration of the Covid-19 pandemic

With the opening of the new build, we now have the opportunity to reorganise our school and make use of a much larger site. From 2 November students will now have lessons in a wider range of rooms, including specialist rooms. This will see year groups having more movement around the site, whilst remaining in year group bubbles for social times. In addition to this, we will be making changes to the structure of our school day, reverting back to a more traditional model whilst maintaining staggered arrival, departure, breaks and social times. These changes are also being implemented to provide each year group with their own internal social space as we head into the colder season.

In order to facilitate these changes, I am introducing some additional measures into our risk assessment. These are as below:

- An enhanced one-way system in many parts of the building, including exit from the current building into the new build with all movement on the left-hand side of corridors
- Tables and equipment being wiped down between lessons in all teaching areas
- Shared equipment being sanitised between use (as it is now)
- Continued use of sanitising stations in every classroom, in addition to those used on entry to the site and around corridors
- Compulsory wearing of face coverings for all staff and students – to be **worn at all times** with the exception of:
 - a. When inside classrooms
 - b. When seated for dining (the same as when in restaurants)
 - c. When outside (with the exception of any external lesson movement time)



Students are welcome to wear facemasks in lessons should they wish to do so at any time.

Timings of the day and arrival to and departure from school from 2 November

Detailed below are the new timings of the school day and year group arrival and departure points. On 2 November **only**, we will have a slightly different start to the day than that is shown below to enable us to have an extended tutor time to detail the changes that are being made. This will also allow us to have some extended time with Year 7 on their own, as they will be using parts of our school site that they have not yet seen since they started with us in September. On 2 November only, students should arrive as follows:

2 November only

- Year 7 arrive at 8:50 via Student Gate (as have used since September) and go straight to tutor groups
- Years 8 to 13 arrive at 9:45 and go straight to tutor time using the following entry points for 2 November only: Year 8 (Theatre Gate), Year 9 (Rear Gate), Year 10 (Student Gate), Year 11 (Main Drive)

The new timings of the school day with the entry and exits points to be used from 3 November onwards is attached to this letter and is also available on our website.

Tutor Groups and timetables

Tutor groups will remain in the current year groups. The room being used by tutor groups will change for many students as it will be in their tutor's normal teaching classroom. The new room detail will be shared with students and be available on our website from Friday 16 October. Students will receive a new timetable on the first day.

Face Coverings

These are now compulsory for all students to wear in all lesson movement times and any indoor spaces that are not classrooms or when eating. Students are expected to arrive with a face covering every day and will be asked to put them on when they come onto the school site. **Masks must be plain.**

As a reminder, if you require your child to be exempt from wearing a mask for a **genuine reason only**, you are asked to contact your child's tutor directly with the reason for this so that they can liaise with you. You can do this directly by email or are welcome to provide your child with a note to pass to their tutor.

Students will wear face coverings on arrival and departure. Any visitors to the school will be required to wear facemasks at all times. Any students who refuses to wear a facemask for no genuine reason will be sanctioned as it is considered a breach of our risk assessment.

Equipment

I have been very impressed with students' preparation for learning this half term, both in keeping their school books and bringing them to lessons as well as having equipment for learning. It is more important than ever that students have their own equipment. To this end, I ask that you check your child has all of the essential equipment for learning, which is outlined on our website <http://www.theacademycarlton.org.uk/uniform-and-equipment>. It would be incredibly helpful if you are able to provide your child with a glue stick, e.g. Pritt Stick and a range of colouring pencils if you have not done so before, this will reduce the need for sharing and cleaning of these items in lessons.

Toilet access

Toilets will be supervised and available for students to access at social times. There is also a new cleaning schedule for toilets which will see them being cleaned throughout the day. Anyone found to be disrespectful of these facilities will be dealt with firmly.

Wet and cold weather

As you will see from our plan, there are specific internal spaces allocated to year groups to use in adverse weather. We encourage students to wear a coat and take advantage of fresh air during social times.

Attendance

At this time of year, we would always ask that you send your child to school if they have a minor ailment such as a headache or an ear infection, students can carry their own small supply of pain relief, e.g. paracetamol. Attendance is very important at all times. Guidance around self-isolating, symptoms and positive tests for COVID-19 can be found on our website at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Work for isolating students

We have recently published some resources for students to use if they are self-isolating. These can be found on our website at <http://www.theacademycarlton.org.uk/self-isolating-students>. We are now able to provide a much richer experience for students via our Office 365 platform. . This can be accessed directly through the link on the front page of the school website that will take you to The Carlton Academy Student Site. Here students will be able to access a plan for each subject which shows the lessons that students are completing in school and be able to access some of the same resources and activities to help them keep pace with their peers in school. Teachers will stipulate which pieces of work should be emailed to them for feedback.

In the event of a whole class of year group being unable to attend, lessons will take place live via Microsoft Teams live events. These will follow the school timetable. Links to access these events will be posted on Show My Homework. Paper copies resources will be available for students who are unable to access resources online.

Mobile phones

I have made the decision to ban mobile phones for students in Years 7 to 11. This is due to a rise in the number of incidents involving mobile phones. Students are able to bring these devices into school, however **they must not be seen or heard at any time between stepping onto the site and having left the site at the end of the day and should be switched off**. Students who do not follow these very simple expectations will be sanctioned.

School drop off

Please could we urge you to be considerate if you are collecting or dropping students off to and from school. We ask that you use the leisure centre car park and do not park on the yellow lines outside of school.

I hope that you feel that the changes we are making will significantly help your child and enable us to provide them with the best possible learning experience at this challenging time. On Friday, we will be delivering an online assembly with all students about these changes and will revisit this on the first day back after the break during the extended tutor time.

Many thanks for your on-going support.

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Ms Egwuma
Head of School

		Year 7	Year 8	Year 9	Year 10	Year 11	Post 16
	8:35-8:40			Arrive (Rear Gate)	Arrive (Student Gate)	Arrive (Theatre Gate)	Arrive (Main Drive)
Lesson 1	8:50-8:55	Arrive (Student Gate)	Arrive (Theatre Gate)	Lesson 1			
	8:55-9:45	Lesson 1					
Lesson 2 (9:45-10:45)	9:45-10:45	Lesson 2					
Tutor and Break Time (10:45-11:20)	10:45-11:05	Break	Break	Break and Food Offer	Tutor Time	Tutor Time	Tutor Time
	11:05-11:20	Tutor Time (Inc DEAR TIME as programme)			Break and Food Offer	Break	Break
Lesson 3 (11:20-12:20)	11:20-12:20	Lesson 3					
Lesson 4 and Lunch (12:20-1:45)	12:20-1:45	Lesson 4 / lunch time					
	12:20-12:50	Lunch				Lunch	
	12:50-1:20		Lunch				
	1:20-1:50			Lunch	Lunch		Lunch
Lesson 5 (1:50-3:05)	1:50-2:55	Lesson 5 (1:50-2:55 - Inc. 15 min DEAR time)		Lesson 5 (1:50-2:55)		Lesson 5 (1:50-3:05)	
	2:55pm	Depart (Student Gate)	Depart (Theatre Gate)	Depart (Rear Gate)			
End of Day	3:05-3:10				Depart (Student Gate)	Depart (Theatre Gate)	Depart (Main Drive)
3:10-4:00	Opportunities and Period 6 sessions						