

14th July 2020

Dear Parents/ Carers

Following the Government announcement to see a return to school for all students, (whilst upholding social distancing as best as possible), in September: I am writing to outline the plans we are making to fulfil this advice.

As in previous years we will have a staggered start with Years 7 and 12 only in the Academy on Thursday the 3rd September. On the 4th September all of the students will return.

However in following Government guidelines and our updated risk assessment which can be accessed on our website, our students will return to the Academy in year group bubbles. This is to support the social distancing guidelines and also to reduce movement around the school site. Each year groups will have, as much as possible, their own zone and entrance to the Academy.

Access to specialist rooms will be supervised by specific staff. When they are timetabled for PE we ask that they attend in their Academy PE kit.

We will have staggered lunch and break times and to begin with, only cold snacks and meals will be available during these periods. If your son or daughter will be partaking in a cold meal /snack during the school day it is essential that you contact us on info@sspp.lincs.sch.uk by Tuesday 21st July 2020 clearly stating at the start of your correspondence: Snack/ lunch deal request.

Students must arrive promptly, they must not congregate outside the Academy in groups either before or after the school day.

Entry to the Academy will be as follows:

- Year 7 will enter by the student door near the ADT Photography room (Main Block).
- Year 8 will enter by the outside door near the Art room and will be largely located in the Maths rooms (Main Block).
- Year 9 will enter by the outside door next to the Food room from the playground and largely be located in the MFL rooms or the Sixth Form door near the car park for Humanities rooms 1 and 2 (Aquinas Centre).
- Year 10 will be located in the Science rooms and enter at the front of the building (Benedict Centre)
- Year 11 will be located in the English rooms (St Catherine's Centre)
- Years 12 and 13 will enter into the Sixth Form area by the main entrance door (Aquinas Centre).

Staff will ensure students know where to go and will be available to provide support as needed. In addition, clear signs will be placed around the site.

The House system will continue, however from September students will be placed in tutor groups from the same year. All students will be informed of their new Form Tutor and Form room in advance of the start of the new term.

Students will leave the Academy on a staggered rota of departure but all students will have access to a full timetable of curriculum subjects:

Year 7 - 3.15pm departure
Year 8 - 3.05pm departure
Year 9 - 3pm departure
Year 10 - 3.05pm departure
Year 11 - 3.15pm departure
Years 12 & 13 - 3pm departure

Minimising Risks:

The Government guidance on implementing protective measures in education and childcare settings provides detailed advice on the changes schools can make and the measures they can put in place to prevent the virus:

- No students will be allowed on the school grounds unless for an agreed contact in attendance
- The two metre distance markings remain in school.
- Break times and lunch times will be staggered
- Cleaning of hands more often than usual will be encouraged and hand sanitisers have been purchased for every classroom
- Each student will use their own equipment
- Students will enter through one door into the school each morning promptly.
- Mixing with different groups will be kept to a minimum
- Students are encouraged to walk or cycle to school if at all possible and avoid using public transport. **When they reach school they should come in immediately and not hang around the streets, or parks or church or within the school grounds.**
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If your child does not come to school for any reason you must use the normal absence policy procedure and contact us to inform us of their absence, and the reason for their absence. It is a Government expectation that all students will return to school in September, therefore the Academy will adhere to the Attendance and Safeguarding policies to follow up absence.

Our normal absence policy procedure:

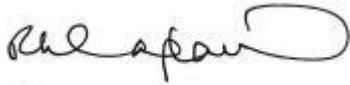
Arrival at school before 8.40am

If there is an absence:

- Parents/ Carers to make a telephone call before 9.30am on 01522 871400
- Parents/ Carers write a note upon return to school.
- If you know in advance that you will be absent from school, then a note should be brought into school to inform the Attendance Officer in advance of the planned absence.
- Parents are requested not to arrange holidays during term time.
- Any requests for leave of absence should be made in writing to the Head Teacher.
- Parents may be required to attend a school meeting in order to put forward their case for exceptional circumstance
- Holiday leave is not deemed as an exceptional circumstance.
- Unauthorised or persistent absence may result in a fixed term penalty.
- Good attendance is at least 95%

If you have any questions you can contact the school on 01522 871400. I would like to take this opportunity to thank all parents for their expressions of support that we have already received and wish you all a lovely summer.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Mrs Le Caplain', with a large, stylized flourish at the end.

Mrs Le Caplain
Headteacher