



# THE THOMAS LORD AUDLEY SCHOOL

## Part of The Sigma Trust

*Headteacher: Helena Boast BA MEd*

Dear Parent and Carer

I am writing to provide details of the planned reopening of the school for Year 7 students.

As you are aware, when all students return in September the school will be required to operate in a very different way to our usual way of working. Significant health and safety measures will be put in place and social distancing between year groups and for staff will still be required. This will require significant planning and induction for all staff and students.

### **First Day**

Year 7 students are expected in school on Thursday 3 September at 8.30am. Upon arrival Year 7 students should arrive via the main school gate (turning circle) or School Road gate. The gate on the field will not be open. Parents/carers will not be able to enter the school site unless a prior appointment has been made. Year 7 students should go to the Sports Hall where they will be greeted by staff. Once registered, students will be escorted into the school building via the hand washing facilities. Students will be led to their tutor base by their tutor. During the day students will be participating in a variety of induction activities including an introduction and explanation of our new routines and procedures.

### **Arrival**

Whilst we are operating with these revised 'Year Group Bubble' arrangements, students should not arrive on the school site before 8.20am. You should consider their journey to ensure that they are not arriving too early and gathering in the local area in large groups. From Friday 4th September, students should go directly to the hand wash station in their year group area.

### **School Uniform**

Students will be required to wear their school uniform. Our school uniform is available from the website: [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk). On the days that students have PE they should wear their PE kit to school. They can wear their school jumper over this as well as school trousers, school skirt or black sports trousers. Students must be aware that their kit must be worn to school because use of PE changing rooms is currently not permitted by the Government's guidance for schools.

### **Catering Provision**

No food will be served at break time. Students should bring a snack with them, if they wish to eat at break time. There will be a staggered lunchtime with Year 7 having their lunch at 12.25pm. Our normal catering service will be available with hot and cold food, as well as drinks, however there will be different outlets for different year groups. Food and drink can be purchased using the students' catering cards, which can be topped up via Parent Pay. Students who are entitled to free school meals will have access to a hot meal each day. If your family meets the eligibility criteria for free school meals please notify us so that we can ensure our system is set up correctly for your child. We recommend that your child brings a water bottle to school each day. The school's Breakfast Club will currently not be available.



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North East Essex Teaching  
School Alliance



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### Teaching Groups and Lessons

Year 7 students will be taught in their tutor group for all subjects apart from PE. Our usual lessons are one hour long. In order to facilitate all Year 7 students being able to wash their hands before eating and/or leaving the school site, period 2, 3 and 5 will end a few minutes early. Students should bring basic equipment to school including a black or blue pen, pencil, ruler, rubber and scientific calculator. Where equipment and resources are provided in school, it will be kept within the individual bubbles in line with DfE guidance. We will maintain the full range of subjects in the curriculum, however adaptations will be made to take into account restricted access to subject specialist rooms and equipment.

### Face Coverings

This week, the Government changed its advice about face coverings in secondary schools. The Sigma Trust schools have agreed that students should bring an appropriate face covering to school and a plastic bag to place it in when not wearing it. Our approach will be to encourage rather than discourage the wearing of face coverings, however at this stage the wearing of face coverings is not compulsory in English secondary schools. If this changes we will update you accordingly. Students will be encouraged to wear their face covering when they are not in the classroom and when social distancing cannot be maintained, however, it is advised that students should not wear a face covering in PE lessons when exercising. We will spend time training staff and students on wearing face coverings and their safe removal and storage. We are aware that some students may not be able to wear a face covering for a variety of reasons and if you have concerns about this contact the school at [year7@tla.school](mailto:year7@tla.school). Staff will also be able to wear face coverings in school. We will be making available face shields available for all staff should they wish to wear them.

### Homework

Where possible homework will be set using Google Classroom. This allows marking and feedback in a contactless system. Arrangements are being made to support students who do not have access. Please contact [year7@tla.school](mailto:year7@tla.school), if you have any concerns.

### Departure

There will be a supervised and staggered departure at the end of the school day. Year 7 will begin to make their way home at 3.05pm. We expect students to leave the area in an appropriate manner, whilst observing social distancing guidelines.

### School Transport

Essex County Council arranges the school transport and we liaise with them about the arrangements. If you believe your child is eligible for school transport, you must register via the Essex County Council website. You should have received information from the bus company about which bus and bus stop your child should use. The buses will have year group zones, students must ensure they sit in the appropriate area of the bus. **All students must wear a face covering on the school bus. Students should have their own hand sanitiser with them if possible.** We will be monitoring the situation regarding the dedicated school transport and there will be



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staff on duty at the school to manage students' entry and departure to the school. Please note, public transport (i.e. buses that do not enter the school's turning circle) should be avoided by all students if possible. Please see the attached transport guidance from Heddingham.

### Other Information

In previous letters, I explained some of the arrangements to help minimise the risk of spreading the Coronavirus. The key points were:

- All year groups will work in a separate part of the school and will be kept apart throughout the school day
  - Year 7 - E/D block (Science)
- In order to manage the 'year group bubbles' pastoral care will be arranged on a year group basis rather than houses as previously the case for years 7 - 10
  - Year 7 will be overseen by Mr Muir and Mrs Bailey/Mrs Downs
- Students will be required to regularly wash their hands and hand sanitiser will be available in all rooms
- Students will not have access to a locker (it will be possible to retrieve belongings from existing lockers, if required, however this process will be carefully managed)
- There will be enhanced cleaning and hygiene procedures in school throughout the school day. Additional hand washing and toilet facilities have been made available in each bubble.
- Assemblies and other large gatherings of students and visitors will not be taking place until further notice
- The school's behaviour policy and code of conduct have been updated to take account of the measures we need to put in place
- We have a clear procedure in school to deal with anybody who presents with the Coronavirus symptoms. Please do not send your child to school, if they have a persistent cough, a high temperature or a new loss of smell or taste.
- As you are aware, attendance will be compulsory from September and the school will work with parents to alleviate any concerns that may exist.

The school has completed a risk assessment for its re-opening in September. This and other relevant documents will be available on the school website shortly. If you have any general queries, please email [year7@tla.school](mailto:year7@tla.school).

Yours sincerely

Ms H Boast

Headteacher