



July 2020

Dear Parents, Carers and Guardians of children due to start at Lord Grey in September.

As we have now reached the end of a very unusual term I am pleased to be able to write to you with some further details about the start of term for Year 7 students as they start their career at Lord Grey Academy. We are very much looking forward to welcoming the students to the Academy on Monday 7 September and also welcoming you as parents to our community.

As we haven't been able to hold our normal transition events this year we have published a lot of information on our website that you and your child will find useful. There are some video clips too that are very informative. We think we have covered most of the aspects about starting a new school on the website but if there is anything that you are still unsure of them please email us. We don't have full reception cover during the holiday time but the school inbox is monitored regularly so someone should be able to get back to you.

The purpose of this letter is to set out the main changes that we have made as the result of the current Coronavirus situation. Governors and Trustees have reviewed our plans and they are happy that we have processes and procedures in place to provide the safest possible school environment for the new school year.

In the Milton Keynes area the number of positive cases of Coronavirus is now very low and many of the lockdown measures have now been lifted. This gives us confidence that it is safe to open up the school for all students. The risk is not completely eliminated and never can be, but we are confident that with the arrangements that we have put in place will be effective in keeping students and staff safe. There is also the risk of students missing their education to consider too and we hope that you will see that in our plans we have struck the right balance between protective measures and keeping the learning experience as normal as possible.

The Government guidance for schools makes it clear that there are a number of protective measures that should be in place as schools reopen. These measures are explained in more detail in our risk assessment which will be published on our website but can be summarised as follows:

- Students, parents and staff should not enter the Academy if they feel unwell with Covid-19 symptoms. Please make sure students do not leave for school if they are displaying any COVID 19 symptoms. Students should wash their hands before leaving home and must only bring to the school the equipment and resources needed. We encourage students to bring their own hand sanitiser into school each day.
- Parents/Carers must ensure that students who live in a household with COVID 19 symptoms do not attend school until appropriate periods of self-isolation have taken place. COVID 19 symptoms currently include:
 - A new continuous cough
 - A high temperature
 - A loss of, or change in, their normal sense of taste or smell (anosmia)
- It is important that we reduce the number of visitors to the Academy that have not been arranged in advance. Please email or phone to make an appointment if you wish to discuss an issue.
- Personal hygiene habits of very regular hand washing/sanitising, catching a cough, using tissues etc. are the most essential and effective methods of preventing transmission of the virus.
- Keeping the environment clean by using common household cleaning products on furniture, toilets, door handles and other commonly touched items.
- Keeping social distance wherever possible.

In order to make these measures work we have made a number of adjustments to how we organise the Academy and introduced some new rules to keep everyone safe. If your child has been attending their primary school during the summer term you may be familiar with the idea of a class bubble. The idea of the bubble is that it reduces the risk of virus transmission and limits the number of contacts with other children. This approach doesn't work in the same way at secondary school as we have specialist teaching that requires students to move between lessons. So at secondary school the bubble is effectively the year group which means that at Lord Grey we are doing as much as we can to keep students in their year groups. The following

information outlines our approach and contains some specific information for the new Year 7 students arriving at Lord Grey for the first time in September.

Pick and drop off

The Academy day starts at 8.50 and students are expected to be on site by 8.45. We would like parents to support the Academy by ensuring that wherever possible students do not arrive at school before 8.30am. It is best that students walk to the Academy but if you do need to drive your child to or from the Academy it would be best to drop them off/pick them up at an agreed location a little way from the Academy as there is very little parking and Rickley Lane gets very busy. In order to keep the flow of students moving as well as possible we would request that parents do not come in through the gates in the morning. There will be duty staff available to pick up any queries that you might have. Year 7 students will enter the Academy through the main doors and will be shown through to the main playground. Other year groups will have different entrances and meeting points.

The first day

On the first day, once they are on the playground by 8.45am, they will meet their Head of House who will tell them who their form tutor is. Form tutors will then take them off to tutor time. We have 25 minutes tutor time at the beginning of every day but in the first week it will be a bit longer than normal so that we can get everyone organised. Tutor time has been changed as a result of the Coronavirus and from September students will be in tutor groups only with other children in the same year group. On Monday 7 September only Year 7 and Year 11 students will be in school and further year groups will join us later in the week. There will be plenty of time for Year 7 students to be shown around the site when it is relatively empty of other students. In tutor time on the first day the Year 7 students will complete a number of activities to help them get to know the other students in their tutor groups; they will be given their timetable and given a tour of the Academy so they begin to know where everything is.

Break and lunchtime

In order to reduce the chances of virus transmission we are keeping students in year groups as much as possible. At secondary school we have always taught students within year groups so lesson time will run as normal but social time will be rather different. Break and lunch will take place at staggered times with two year groups having their break or lunch at the same time but in different locations. Year 7 students will have access to the main canteen and the main playground where there are toilet and hand washing facilities. They will not be sharing these spaces with students from other year groups. Break starts at 10.45am and lasts for 30 minutes. Lunchtime is also 30 minutes long and starts at 1.15pm. The canteen is available at both break and lunchtime and for the time being will serve a reduced range of 'grab and go' foods such as sandwiches, Paninis, pasta pots etc. Students are welcome to bring their own packed lunch into school too. At the moment we are not able to offer any large indoor space for break and lunch so students will be largely outside in all weathers.

Lessons

As far as possible lessons will take place as normal but there will be some new routines to follow. All students must have washed or sanitised their hands before they enter the classroom. Hand sanitiser will be available in every classroom but we do recommend that students have a small bottle with them so that they can use it at other times during the day too. The arrangement of the desks will be in rows to reduce the number of times that a student is face to face with another student - this is important in reducing the transmission of droplets that may contain the virus. Classrooms will be at normal capacity and if there is spare desk space the teacher will spread the students apart as much as possible. At the end of the lesson students will help to clean down their table and chair, using household cleaning products before they leave. There is a new set of classroom rules that are displayed in each classroom. Our plan enables all students in Year 7 to access all of the subjects that they would have normally had. We think this is very important. However, some practical lessons such as Science and Drama may have to run modified activities.

Moving between lessons

Students will need to move between lessons to access specialist teaching rooms. The risk of transmission from people walking past one another in a corridor or outside is low so we have put some new rules in place to help make this possible. In all corridors the rule is to keep to the left and staircases will be one way only (except in an emergency situation). In the Mathematics corridor there will be a one way system. Students need to be responsible for keeping themselves safe and must follow the rules and guidance that is in place. On the first day the Year 7 students will be shown around the school by their form tutor so they will become familiar with the layout of the Academy quite quickly. There will always be members of staff and other older students around at lesson change to show Year 7 students the way.

Uniform

Normal Academy uniform should be worn and we expect the normal high standards of school uniform from the beginning. However, we do understand that finding and buying uniform has not been easy. We would hope that parents will be able to

address any uniform issues within the first few weeks of term. Year 7 students should wear their normal uniform on the first day. They will not need to bring their PE kit on the first day of school. Please see the note about PE kit below.

PE

Our changing rooms are small and therefore we are asking that students wear their Academy PE kit on the days when they have PE. As the autumn term progresses it is likely that the weather will deteriorate so we are happy for students to supplement their PE kit with other appropriate sportswear. This might include a pair of jogging/tracksuit bottoms and a thicker sweatshirt. If such items are worn they must be plain black in colour. Year 7 students will get their timetable on the first day and therefore will not know yet when they have PE. On the first day of school they should wear their normal school uniform.

Equipment

Students will need to have their own equipment as normal. We won't be able to lend out equipment. Lord Grey Academy believes that having the correct equipment can significantly enhance the quality of learning opportunities for you child. All students should arrive for lessons equipped to meet the highest possible standards. We do insist that all students carry the required equipment at all times.

ESSENTIAL	
Pencil case including ball point pens (at least two), pencils (at least two), a highlighter and a ruler.	Exercise books (provided by school) /resources needed for the day's lesson (e.g. worksheets, completed homework, PE kit etc.)
Maths calculator	Reading book
Campus Card (to be given out during the first day)	A school bag, carried daily, of at least the size to hold an A4 book/folder
RECOMMENDED	
Pencil sharpener	Felt tip colouring pens
Colouring pencils	Eraser
Compass	Protractor
Purple pen to respond to the marking of teachers	
USEFUL	
Glue stick	Mini stapler
Pocket dictionary	Pocket thesaurus
PLEASE NOTE: Tippex is not allowed. All items can be purchased from Student Services. Cooking ingredients for Food Technology is by arrangement.	

Face coverings

Under current Government guidance face coverings will not be worn in the Academy. Students who travel on public transport will need to wear a face covering but these should be disposed of in the bin provided if it is a disposable type. For reusable face coverings the student should have a bag to place it in to take home to wash.

I appreciate that here is a lot of information in this letter to take in but I hope it gives you a sense of what we have done to keep your child safe and learning. If you have any concerns please feel free to contact us at school. We will be picking up messages during the holiday but please understand that the reply may be a little slower. There will be a video message from me later on in August before we start back to school for Year 7 students that will be published on the website.

Yours sincerely

Jim Parker
Principal