

1st March 2021

Dear Parents/Carers

Re: Reopening of School in March

We hope that you all continue to stay safe and well. Following the announcement last week from the Prime Minister, I am writing to outline the return to school process for your child, along with the measures Bournville School will be taking to minimize the risk of the virus. The staff at Bournville are very much looking forward to welcoming our students back and will make sure they are supported as they settle back into their educational routines. Please accept my thanks for your unwavering support of both the school and your child during the period of remote education. We have been proud of the commitment and resilience demonstrated by our students.

COVID Hygiene Guidance

The government guidance maintains the basic principles that should be adhered to:

- Robust hand and respiratory hygiene, including hand washing and sanitizing hands regularly, and 'catch it, bin it, kill it' routine for coughs and sneezes (please ensure your child has a tissue when they come to school. Sanitizer will be located around the site, but you may also send your child with a small bottle if you wish to).
- Enhanced cleaning procedures. These have been put in place with our usual cleaning contractors.
- Staff maintaining social distancing from students except in circumstances of first aid or intimate care.
- Tables in classrooms facing forward where they are unfixed and students sitting side by side, not facing each other.
- No mixing of students from different year groups.
- Lessons in bubbles wherever possible in order to minimize mixing.
- Staggering arrival and departure from school.

In addition, the guidance now includes details about face coverings and lateral flow testing in schools.

Face coverings

Government guidance now states that students and staff in secondary schools should wear face coverings in all indoor spaces. This includes the classroom. As such, it will be an expectation that students wear face coverings with the exception of when they are outside the school building. The face covering should fit securely over the mouth and nose. Please ensure that your child attends school with a clean face covering each day and remind your child of good practice for using a face covering.

Children must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag', waste bin (not recycling bin)

or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

If your child is using a reusable face covering, please ensure that they also have a resealable plastic bag with them to ensure safe storage.

If you believe your child is medically exempt from wearing a face covering please contact your child's Head of Year with details of the exemption.

Return to School

Primary Phase (Reception to Year 5)

A separate letter will be sent to parents regarding the return of students in our primary phase.

Secondary Phase (Years 7 to 11)

Following government guidance, all secondary students will be offered a lateral flow test prior to starting school. These are not compulsory and a separate letter has already been sent to parents regarding this. In order to allow us to administer these tests, each year group will be invited to attend school for a lateral flow test on a specific day, and then return home. They will then attend school as normal on the following day and for the remainder of the week. This will be for the week commencing 8th March only – from Thursday 11th March all students will attend as normal every day.

Year 11: Will attend on Monday 8th between 9:30 and 11:30 for a lateral flow test before returning home. They will then attend for the rest of the week as normal.

Year 10: Will attend on Monday 8th between 1:30 and 3:00 for a lateral flow test before returning home. They will then attend for the rest of the week as normal.

Year 9: Will remain at home on Monday and Tuesday, and will attend on Wednesday 10th between 9:30 and 11:30 for a lateral flow test before returning home. They will then attend for the rest of the week as normal.

Year 8: Will remain at home on Monday and Tuesday, and will attend on Wednesday 10th between 1:30 and 2:30 for a lateral flow test before returning home. They will then attend for the rest of the week as normal.

Year 7: Will remain at home on Monday and will attend on Tuesday 9th from 9:30 – 12:00 for a lateral flow test before returning home. They will then attend for the rest of the week as normal.

The schedule for the week is summarised in the table below:

Year	Mon 8th	Tue 9th	Wed 10th	Thur 11th	Fri 12th
11	AM: Testing PM: Home	School	School	School	School
10	AM: Home PM: Testing	School	School	School	School
9	Home	Home	Testing	School	School
8	Home	Home	Testing	School	School
7	Home	Testing	School	School	School

Uniform

Students will be expected to wear full school uniform every day. Items of uniform that all students must wear are:

- Black polishable shoes (not trainers)
- Professional black trousers/skirt
- White shirt
- Bournville tie
- Bournville jumper
- Black blazer
- A bag that will be able to hold at least 5 exercise books

Please ensure that your child is fully prepared with correct uniform, particularly footwear before their return. Please see this link if you need help sourcing this: www.shoezone.com If you are going to struggle to pay for new footwear, please let us know by calling the school and leaving a message explaining which uniform items you are missing and your child's name, as we may be able to help support your family.

Attendance

We understand that this has been a difficult and challenging time for all parents and pupils, who have lost out on significant in-person learning as well as socialisation time. We also know that parents will now want to ensure their child is able to return to school in a safe learning environment. We would like to reassure you that we have taken every measure to ensure your child's health and well-being and are closely following Department for Education guidance and expectations.

It is therefore essential for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing, and wider development. We believe that missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school.

School attendance will be compulsory for all pupils again from your child's start date in the week commencing 8th March 2021. This means that the usual rules on school attendance will apply. Please note:

- It is parents' duty to ensure their child attends regularly.
- Parents should contact school every day that their child will be absent.
- It is school's responsibility to record attendance in the register and follow up absence. If no reason has been given for any absence schools will follow their escalation procedure and safeguarding procedures which may include contacting other emergency contacts and referrals to our educational welfare service CSAWS.
- There is the option to issue sanctions, including Fixed Penalty Notices in line with the Local Authority Codes of Conduct where all other actions have failed to secure regular attendance.
- It is parents' responsibility to ensure that in the best interests of the safety and well-being of all children your child arrives at school on time.

Shielding

The advice for pupils who have been confirmed as Clinically Extremely Vulnerable (CEV) is to shield and stay at home as much as possible until further notice. They are advised not to attend school whilst shielding and this advice applies nationally. Access to remote learning will be provided for these children. **We would request that you provide school with a copy of your child's shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.**

Self-Isolation

Children should not attend schools if they are required to self isolate in line with PHE and DFE guidance and legislation ie:

- they or a household member are unwell with a new continuous cough or high temperature or has a loss of, or change in, their normal sense of taste or smell or;
- they have had a positive test result themselves;
- or because they are a close contact of someone who has coronavirus (COVID-19);

In these circumstances parents must follow government advice on test and trace and self isolating. Pupils will be provided with access to remote learning in these circumstances and **parents must be proactive in accessing testing and keep school informed of the results of any testing.**

If you are unsure if your child should attend school please contact the school who will offer advice and guidance or signpost you to the relevant service.

Please note where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Pupils and families who are anxious about returning to school

We are aware that many pupils, parents, and households may be reluctant or anxious about returning to school especially if they shielded previously but have been advised that this is no longer necessary or live with a family member who is Clinically Extremely Vulnerable. We are happy to discuss any concerns and give you more details regarding the measures we have put in place to reduce the risk in school.

We will be working closely with other professionals as appropriate to support all our pupils return to school, this includes CSAWS who may contact you if there are attendance related issues.

If you would like to discuss any of the issues raised in this letter please contact your child's form tutor or Head of Year.

For further information regarding attendance the schools attendance policy is available on the school website.

Structure & Organisation of the School Day from March 2021

We have made some small alterations to the structure of the school day in order to keep students and staff safe. The changes we have made are based on guidance published by the Department for Education (DfE), and are explained below.

Homerooms & Groupings

The DfE guidance states that we must keep students in a Year group 'bubble'. For example, this means that students in Year 11 can mix with other students in their year group, but cannot mix with students from other year groups. This rule applies for all year groups. The guidance also states that where possible, students are kept in smaller 'class bubbles' within their own year group. In response to the guidance we have planned to keep students in class bubbles of approximately 30 students. Students will be in these bubbles all day and be allocated a 'homeroom'. The class bubble will remain in their homeroom for tutor time and lessons, which means teachers will visit the rooms in order to deliver lessons. By implementing this procedure, we can ensure students remain in small bubbles for as much of their time in school as possible. The only time students will be out of their class bubble will be during outdoor break, and when participating in one of their 'option subjects'. Students will find out their homeroom on the first day they arrive at school. This may mean that their form tutor will not be the same in September.

Start & End of the School Day

The starts/ends of days will need to be staggered in order to reduce the number of students arriving to school at the same time. The arrangements for the start and end of the day – every day - will be:

Arrival

- **Year 7** arrive at 08:30 via the Griffins Brook Lane entrance.
- **Year 8** arrive at 08:30 via the Hay Green Lane entrance.
- **Year 9** arrive at 08:40 via the Griffins Brook Lane entrance.
- **Year 10** arrive at 08.50 via the Hay Green Lane entrance to be in your home room by 09:00.
- **Year 11** arrive at 08.50 via the Griffins Brook Lane entrance to be in your home room by 09:00.

Departure

- All students will exit via the Griffins Brook Lane entrance.
- **Year 7** will be dismissed at 14:50.
- **Year 8** will be dismissed at 14:55.
- **Year 9** will be dismissed at 15:00.
- **Year 10** will be dismissed at 15:10.
- **Year 11** will be dismissed at 15:15.

Timings of the School Day

There have been small changes to the timings of the school day:

- As Year 10 & 11 are starting their school day later, they will finish slightly later and have tutor time at the end of the day.
- Periods 1 and 3 have been extended by five minutes in order for staff to move to their next 'bubble' on time. Students will be supervised by non-teaching staff whilst the teachers move on to their next lesson.

Students will have one indoor break and one outdoor break. This is to ensure that each year group bubble has sufficient space outside. Each year group will have their own allocated zone outside.

Timings	KS3	KS4
08:40	Registration (staggered entrance)	
09:00	Period 1	Period 1
10:05	Period 2	Period 2
11:05	Break – Outdoor	Break - Indoor
11:30	P3	P3
12:35	P4	P4
13:35	Lunch – Indoor	Lunch - Outdoor
14:00	P5 (staggered dismissal)	P5
15:00		Reg – Dismissal (staggered)

Canteen & Food

We encourage all parents to send their children to school having eaten a healthy breakfast and to bring a packed lunch. We will not be opening our canteen in the usual way, but will be running a minimal service as outlined below.

- Students who wish to purchase food from the canteen will be able to buy a packed lunch. The packed lunch will contain a sandwich, snack/fruit and a drink. This will cost £2.40 per day. Students will be able to choose from three options and will pre-order their packed lunch a day in advance.
- In order to purchase food from the canteen, students will need to have money 'loaded' onto their account via ParentPay. Students will not be able to pay with cash as we are going to be running a cash-less system.
- Students who are entitled to free school meals will be given a packed lunch as described above.
- Food ordered from the canteen will be delivered to the homerooms before break time. Students can decide if they wish to eat their food at break or lunch.

We will also continue to offer every student with a bagel each morning, provided by the National School Breakfast Programme. This will continue to be free of charge. Students who request a bagel will be eat it in their homeroom as part of a 'family breakfast'.

Classroom Equipment

As we will not be able to lend or share equipment, all students will be provided with a pencil case with equipment they will need and will be expected to take responsibility for this and replace any lost or broken items. Students may of course still bring their own equipment in if they choose too. Replacement items will be charged for.

Student Conduct

We aim to provide the highest quality education by maintaining a disciplined, caring environment in which teachers can teach and pupils can learn.

We recognise that students thrive on praise and a variety of methods of rewards exist at Bournville School and in September we will be paying particular attention to:

- Postcards home praising exceptional work and conduct
- Public display of high-quality work

We ensure that students learn by insisting on three simple school rules, which are that students should always be **ready, respectful** and **safe**. 'Ready' means that students are at lessons on time with both the uniform and focus that communicates they're ready to learn. 'Respectful' means treating colleagues and staff with appropriate courtesy and 'safe' refers to behaviour that avoids harming themselves, other and the school site.

When teachers encounter behaviours that show students aren't ready, respectful or safe, teachers will use the following staged process:

- Level 1 warning
- Level 2 warning 15 min same day detention
- Level 3 removal to hotspot and 30 min same day detention
- Level 4 Isolation (SLT discretion) 1 hour detention

Detention

The school will continue to operate a same day detention system. Students receiving a detention will begin their detention at the end of their school day. Detentions will follow the 2m social distancing rule.

Curriculum

Bournville School will continue to focus on providing our students with a broad balanced curriculum alongside high quality provision for core subjects. Students will study their full curriculum offer on their return. Dependent on external factors, such as localized lockdowns, the curriculum offer will be under regular review.

All details contained within this letter remain under review, dependent on government guidance. Please accept my thanks for your continued support of our Academy during these unprecedented times; it is most appreciated.

Yours faithfully



Miss M Green
Head of Academy