



Date: 3<sup>rd</sup> September 2020

Dear Parent/Carer,

I am writing to update you on further amendments of our return to school plans following the latest changes to government guidance, published last weekend. As previously notified, Year 7, 11 and 12 will attend on Monday 7<sup>th</sup> September, and then all year groups will return on Tuesday 8<sup>th</sup> September.

I have attached an updated Appendix - (APSO20) for our opening plans and a new timetable below, which has a further time modification at the end of the day for all year groups. This is to allow a safe staggered exit of the Academy site.

I also attach the Student Rules and Expectations, which has also been updated in response to recent Government guidance on the use of face masks. This will now mean that students will need to bring a face mask or face covering to the Academy each day. The secretary of State for Education has announced that: *"Although, the government is not recommending face coverings as necessary, schools and academies have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances"* for example, if two metre distancing can't be guaranteed in a communal area or if there was a fire alarm students may be requested to wear one. Therefore, we consider a face mask or face covering to now be an essential item for students and staff to have with them each day. So please ensure your child has one for school. Thank you.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.

In addition, students are required to have a warm waterproof coat to wear to the Academy and to use during break and lunch times over the autumn and winter months.

With regards to paying for school meals from Monday 7<sup>th</sup> September, procedures are as follows:

- The biometric payment system will not be in operation for students and staff, therefore:
  - Students from Year 7 to 11 will have to give their name to our catering staff, on which they will debit the students' account.
- The cash loaders are also not operational and therefore:
  - Students do not need to take money into school.
  - Parents/carers for students in Year 7 to 11 will need to top up their child/children's account(s).
  - Parents/carers of students in Year 7 will receive an email this week via Parent Mail with instructions on how to login and create an account, which allows them to upload money via the option 'Dinner Top Up'.
- For students in Year 12 and 13 nothing has changed and payment can continue to be made via a debit card (contactless) or Apple Pay.
- Our caterers are not accepting cash payments.

- Students cannot obtain a catering (I owe you) coupon from the finance office to pay for their lunch.
- Students who are entitled to a Free School Meal, will collect their meal in the same way as the other Year 7 to 11 students, i.e. giving their name to catering staff.

Below is the latest timetable for next week, please note the changes to the timings at the end of the day.

Year Group Bubbles	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13
Year Group Learning Zones	MG, CH, DR	M2, B2	B1, C1	M1	BG, GLH	C2, B207, C206, B107, H2	Gym, Dance, Study Rooms
Entrance and Exit	Red zone	Green zone side door	Blue Zone	Green zone	Blue Zone	Yellow Zone	
Academy Site Entrance	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate	Blaisdon Way Gate
Arrive to Academy, Line up Socially Distanced.	08:40	08:50	08:50	08:40	08:40	08:40	08:40
Meet, Greet and Pray (Tutor Time)	08:40-08:55	08:50-08:55	08:50-08:55	08:40-08:55	08:40-08:55	08:40-08:55	08:40-08:55
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
1st Lesson	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50	9:00-9:50
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
2nd Lesson	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45	9:55-10:45
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Break & Lunch Time Area	Outside Malvern	Outside Bredon	Outside Cleeve	Outside Malvern	Outside Bredon	Study Room or outside Cleeve ground floor	
Break (20 mins) and 3rd Lesson	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00	10:50 - 12:00
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
4th Lesson	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55	12:05-12:55
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Lunch (30 mins) and 5th Lesson	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20	13:00-14:20
Staff change over	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins	5 mins
Tutor messages/LIFE, PSHRE Programme.	14:25-14:40	14:25-14:40	14:25-14:35	14:25-14:35	14:25-14:40	14:25-14:40	14:25-14:40
6th Lesson	14:40-15:30	Independent Home Study	Independent Home Study	Independent Home Study	14:40-15:30	Independent Home Study	14:40-15:25
End of Day Departure	15:30	14:40	14:35	14:35	15:30	14:40	15:25
Exit Point	Blaisdon Way Gate	Blaisdon Way Gate	Howell Road Gate	Blaisdon Way Gate	Howell Road Gate	Howell Road Gate	Howell Road Gate

The latest planning documents for opening that have been updated today are accessible on the Academy homepage.

My staff team have had two good days of training in preparation for this academic year and we are really looking forward to welcoming all our students to the Academy over the coming days. It will be great to see them all.

Thank you for your support. If you have any queries relating to the above please refer to the Academy website or get in touch with us via [admin@asachelt.org](mailto:admin@asachelt.org)

Yours sincerely



Mr D McNiffe  
Principal