



# TENBURY HIGH

## ORMISTON ACADEMY

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A Specialist Science and  
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14<sup>th</sup> July 2020

Dear Parent/Carer

As we come to the end of a very difficult and strange academic year, I want to start by thanking you for your support during the COVID-19 Virus pandemic. It has been a challenging year for all of us and your support has been very much appreciated.

I am delighted to be able to welcome all our pupils back full time to school in September but it is important to understand that school will not operate as it did when we closed in March. This letter aims to set out the detail as is current. I hope there are no further changes to come over the summer but, if there are, I will react and adapt accordingly, doing my best to keep you informed when appropriate. As has become custom, this is another long letter.

I understand that many of you will be anxious about your child's return and I hope I can offer you reassurance that as always, the safety and wellbeing of our pupils and staff is at the heart of every decision I make. Please use this information to talk to your child in order to prepare them for some of the changes but, at the same time, reassure them that we are the same school, with the same staff, with the same values. None of these important things have changed. In fact, I think our community has grown stronger and our values even more embedded during lockdown and I know pupils will enjoy being back on our site – even though it will look and operate a little differently.

In welcoming pupils back in September, schools have been asked to minimize the contact that a pupil has during the school day and, therefore, minimizing the risk of transmission. This will be achieved by keeping pupils in year group "bubbles" and minimizing the contact with pupils outside of their defined bubble. The Government has given guidance around how big a bubble can be and, as a small school, we are well within these limits. Consistent groupings reduce the risk of transmission by limiting the number of pupils in contact with each other and making it easier, in the event of a positive case, to identify those who need to self-isolate.

### **Pupil Groupings (see attached summary document)**

We have zoned the teaching space of the school into five areas where each year group will be based for their lessons. Teachers will move around the school and pupils will be taught in three or four consistent classrooms each day. Where a specialist classroom needs to be used by a number of year groups in a day, it will be wiped down after each lesson. At social time teachers will escort pupils to and from lessons/social space in order to allow pupils to move across the school safely and without the risk of meeting other year groups or bubbles.

At lunch time and break time, we are allowed to increase the bubbles to meet the needs of our site and staffing whilst remaining within bubble size guidance. Also, as this space is outdoors, the risk of transmission is minimal. Therefore, at social time, we have zoned year 7 and 8 together, year 9 and 10 together and year 11s remain separate. Pupils will socialize in these designated zones; they will have separate toilets, catering facilities and separate entrance and exit points.

Video walkthroughs of the site will be available before pupils return in September. I hope this will help with their understanding of how the site will look when they return.



## **School Transport**

If your child uses our THOA school transport you should have already received a letter outlining the routines and expectations on THOA organised transport. If you have any questions about this transport, please do not hesitate to contact the school ([csheppard@tenburyhigh.co.uk](mailto:csheppard@tenburyhigh.co.uk)). If THOA is your closest school and your child is eligible to use Local Authority organised transport, they will be in touch with you directly about how this will operate in September.

## **Start and finish times**

The school day will start at the usual time of 9.00am. I would encourage pupils **NOT** to arrive before 8.45am. I understand some of our buses arrive before this time and there will be a safe, supervised space for pupils to wait. Please remind pupils about the importance of social distancing on their way to and from school. When they arrive on site, they must go straight to their meeting point – outlined in the attached summary.

## **Attendance**

It is vital for all children to return to school to minimize, as far as possible, the longer-term impact of the pandemic on children's education, wider development and well-being. Shielding advice for all students will pause on 1<sup>st</sup> August, subject to a continued decline in the rates of community transmission, which means that all children can return to school. You can find more advice at COVID-19- 'shielding' guidance for children and young people. Please be advised that we will operate our usual attendance policy which can be found on the website. All pupils will be expected to return in September. If you have any concerns regarding this, please make contact prior to the summer break so that staff can put in any required support to ensure full attendance. We have been advised that the Local Authority will follow normal processes with immediate effect, which will include penalty Notices and court proceedings for none attendance.

## **Catering Provision**

Our caterers – AIP – have worked hard to ensure a COVID secure service that meets the needs of our school site and bubble arrangements. Each social zone will have its own pop-up catering service point and pupils will be served in year groups at staggered times during their social time. Biometrics (thumb print/PIN) will not be used initially – all purchases will be manually entered onto the system by the AIP team.

At breaktime, pupils can purchase their usual favourites from the menu. All food will be wrapped and bagged before sale. Initially, at lunchtime, we will offer a hot pre-order service and a cold offer will also be available without the need to pre-order. Details about how this will operate will be sent out separately.

There will be no facility in school to top up pupils' accounts, so please ensure accounts are topped up via ParentPay.

Alternatively, you may wish for your child to bring in their own food and snacks for the day.

Due to health and safety, all water fountains will be switched off. Therefore, it is of vital importance that pupils bring their own water with them for the day. Drinks will be available for sale at break and lunch time.

## **Uniform**

**Full school uniform must be worn at all times.** Uniforms do not need to be cleaned any more often or differently than usual. **When your child has PE they will need to wear their full THOA PE kit to school for the day** as we will be unable to mix year group 'bubbles' in the changing rooms. This avoids the need to use the changing rooms at all. Your child's timetable will specify when this is and they will receive this on their first day. Our uniform code can be found on page 8 of the [Pupil Handbook](#). Can I please remind pupils not to get carried away during the summer break with facial piercings and hair colour that cannot be removed before the start of term.

## Behaviour

I am very proud of the way our pupils behave and conduct themselves during the school day. However, I do understand that a prolonged period away from school, our routines and expectations may mean some pupils will need help and support during a transition period. The school will, of course, offer the relevant support and guidance required whilst maintaining high expectations of uniform, behaviour and attendance. Any behaviour that puts others at risk will not be tolerated and I will make my expectations clear to all pupils when they return in September.

## **Equipment**

It is vital that all students have a bag big enough for their exercise books and other equipment. They will be bringing their books home every night and must remember to bring the correct ones back in the morning. They will also need a pencil case with pen, pencil, eraser, ruler, glue, scissors and calculator. Equipment will not be shared amongst different year groups, so each child must be fully organised. Although we have some supplies in school, these are limited and it will work much better if pupils have their own fully stocked bags and pencil case. Please remember to label everything that is brought in from home to limit the chance of belongings getting lost.

Due to the zoning of the school and the limiting of bubbles mixing, we are unable to offer lockers for the foreseeable future. Allowing pupils to attend school in PE kit will limit the need for storage space but pupils will need to be organised. Pupils will be allowed to store coats and bags in their classrooms. During wet and cold weather, pupils will need a coat and umbrella.

As a final piece of equipment can I strongly suggest your child brings their own tissues and hand sanitizer. Although we will have hand sanitiser in every classroom, and a clear routine of when to use, I would also encourage pupils to bring their own.

Finally, we know that you will be apprehensive, but the safety of your children and our staff is at the forefront of all that we are doing. Therefore, we ask that:

- All children keep at a 2 metre distance from all staff including their teacher; classrooms are being adapted to support this and desks will be front facing
- Children maintain good hygiene and wash or sanitise their hands regularly
- Children adopt good respiratory hygiene: catch it, bin it, kill it
- Children do not attend school if someone in the household has a confirmed case of COVID-19 or is showing symptoms – please call the academy reception if this is the case
- Parents make an appointment before visiting the academy. Regrettably we may have to turn away visitors who do not have an appointment.

Please be assured that in addition to the measures stated above we have:

- A dedicated health and safety risk assessment for COVID-19
- Hand sanitisers in each classroom, catering and eating spaces, offices and entry/exit point – there will be a well-drilled routine to ensure sanitising is a regular routine in the school day
- Plenty of signage and prefect support to ensure pupils know where to go and where not to go
- Enhanced cleaning including cleaning frequently touched surfaces
- A quarantine area for those displaying symptoms of COVID-19
- Plans to fully engage with the NHS Test and Trace process. (Please ensure your contact details are up to date – you can check and update these on Edulink. If your child shows symptoms, **we MUST be able to contact you** at all times). If your child displays symptoms, test kits will be issued, where available, or families will be instructed to get a test completed. The school must also contact local health protection officers.

We all appreciate that these are unique times and that September will be a very different start to the new academic year. It will be a challenge for all of us. Please keep up to date by checking your emails and text messages from the academy.

I very much look forward welcoming Year 7 and 11 to site on **Thursday 3<sup>rd</sup> September** and Year 8,9 and 10 on **Friday 4<sup>th</sup> September**. Please note their specific entrance point. I will ensure the Senior Leadership Team brief all children fully on their return so they are clear on the procedures and have the opportunity to ask any questions.

I hope you have a restful and happy summer break. Please stay safe and look after each other. Thank you for your ongoing support this year; I feel incredibly privileged to work in such a fantastic school community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Vicki Dean', with a stylized flourish at the end.

Vicki Dean  
Principal

## THOA SEPTEMBER 2020 - SUMMARY

There will be clear signage to show pupils where designated entrance and exits

	Year	Morning	Main classrooms	Toilets	Break time	Lunchtime	Home time
BUBBLE 1	<b>7</b>	Enter via: <b>Front pupil entrance</b>  Meeting Point: <b>In front of Gym Equipment on new Courtyard.</b>	27 28 29 30	New Block	Good Weather: <b>Gym equipment/New courtyard/Field</b>  Wet Weather: <b>Classrooms</b>  Food: <b>Served in courtyard area (staggered with year 8s)</b>	Good Weather: <b>Gym equipment/New courtyard/Field</b>  Wet Weather: <b>Classrooms</b>  Food: <b>Served in courtyard area (staggered with year 8s)</b>	Walkers and cars <b>3.25pm</b>  Buses <b>3.30pm</b>
	<b>8</b>	Enter via: <b>front pupil entrance</b>  Meeting Point: <b>Seating on New Courtyard (outside English and Maths classrooms)</b>	22 23 24 25	New Block	Good Weather: <b>New courtyard/Field</b>  Wet Weather: <b>Classrooms</b>  Food: <b>Served in courtyard area (staggered with year 7s)</b>	Good Weather: <b>New courtyard/Field</b>  Wet Weather: <b>Classrooms</b>  Food: <b>Served in courtyard area (staggered with year 7s)</b>	Walkers and cars <b>3.25pm</b>  Buses <b>3.30pm</b>
BUBBLE 2	<b>9</b>	Enter via: <b>Bottom Gate</b>  Meeting Point: <b>Area outside Sports Hall</b>	1 6 7	Reception and sports hall (during social time)	Good Weather: <b>Courts/Outside Sports Hall/Field</b>  Wet Weather: <b>Sports Hall</b>  Food: <b>Cabin (Staggered with year 10s)</b>	Good Weather: <b>Courts/Outside Sports Hall/Field</b>  Wet Weather: <b>Sports Hall</b>  Food: <b>Cabin (Staggered with year 10s)</b>	Walkers and cars <b>3.25pm</b>  Buses <b>3.30pm</b>
	<b>10</b>	Enter via: <b>Bottom Gate</b>  Meeting Point: <b>Courts</b>	2 4 5	Reception and sports hall (during social time)	Good Weather: <b>Courts/Outside Sports Hall/Field</b>  Wet Weather: <b>Sports Hall</b>  Food: <b>Cabin (Staggered with year 9s)</b>	Good Weather: <b>Courts/Outside Sports Hall/Field</b>  Wet Weather: <b>Sports Hall</b>  Food: <b>Cabin (Staggered with year 9s)</b>	Walkers and cars <b>3.25pm</b>  Buses <b>3.30pm</b>
BUBBLE 3	<b>11</b>	Enter via: <b>Side entrance by Finance and ICT office</b>  Meeting Point: <b>Dining Hall</b>	16 17 18 Quest	New Toilets (ICT stairwell)	Good Weather: <b>Y11 Hub/Front of School</b>  Wet weather: <b>Y11 Hub/Hall</b>  Food: <b>Orchard Suite</b>	Good Weather: <b>Y11 Hub/Front of School</b>  Wet weather: <b>Y11 Hub/Hall</b>  Food : <b>Orchard Suite</b>	Walkers and cars <b>3.25pm</b>  Buses <b>3.30pm</b>