



Dear Parents and Carers,

I hope that you and your families have enjoyed the summer holidays and that your children are looking forward to coming back to school. We have missed our students very much and although September presents some logistical challenges to ensure that our return to school is carried out happily and safely, the overwhelming feeling amongst the staff is one of excitement that all students will be returning.

The purpose of this letter is to inform you of the measures that will be taken to ensure that all students are safe upon their return. Holyrood Academy is rigorously following the DfE's Guidance and Systems of Control and all students will be required to follow social distancing and hygiene measures in place at all times while on site. I will explain all information in this letter to students in their first assembly of the new academic year and this will be reinforced regularly by their Form Tutors, Year Leaders and teachers.

### 'Bubbles'

- **Year 7 & 8** : These year groups will form one bubble and will be based on Lower Site for the majority of their lessons and all of their free time. They will travel to Upper Site at designated times for lessons that require specialist classrooms/facilities such as D&T, Art, Music and PE.
- **Year 9**: This year group will form their own bubble and will be based on Upper Site for the majority of their lessons and all of their free time. They will travel to Lower Site at designated times for Drama lessons only. Year 9 will follow an adjusted version of the school day timings, as outlined below (see Curriculum and Timetabling), to keep them separate from the Year 10 and 11 bubble.
- **Year 10 and 11**: These year groups will form their own bubble and will be based on Upper Site for the majority of their lessons and all of their free time. They will travel to Lower Site at designated times for Drama lessons only.
- **Year 12 and 13**: These year groups will form their own bubble and will be based on Upper Site for the majority of their lessons and all of their free time. Only students who study Performing Arts and Sciences will travel to Lower Site, for these lessons only.

### Use of Toilets

To minimise the chance of students coming into contact with students from other bubbles, they will only be allowed to leave their lesson to go to the toilet in extreme circumstances or if they have a medical condition which requires them to do so. Toilets will be cleaned very regularly and we would like students to use their allocated toilet as below:

- Lower Site Toilets - Y7 and 8
- Sixth Form Toilets - Y12 and 13
- Main Block Toilets - Y10 and 11
- E and F Block Toilets - Y9

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**Zembard Lane**  
Chard, Somerset  
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**sch.517@educ.**  
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## Timings of the Day

All students will start school at the usual time but the end of the day will be slightly different to allow for a gradual and managed departure from school and to allow us to help students onto their buses in the correct order.

Event	Times
<b>Tutor Time</b>	As normal for all
<b>Lesson 1</b>	As normal for all
<b>Lesson 2</b>	Split for Y9 (First half: 10:00 - 10:30, Break: 10:30-10:55, Second half: 11:00 - 11:30)
<b>Break</b>	As normal for Y7, 8, 10 and 11 (11:05 - 11:30) 10:30 - 10:55 for Y9
<b>Lesson 3</b>	As normal for all
<b>Lesson 4</b>	Split for Y9 (First half: 12:30 - 12:50, Lunch: 12:50 - 13:25, Second Half: 13:25- 14:05)
<b>Lunch</b>	12:50 - 13:25 for Y9, normal for everyone else
<b>Lesson 5</b>	As normal for all

Please note that we are looking at how we can safely offer an extra-curricular programme to students as we know how important this is. However, while we establish this all clubs, including homework club will be suspended.

## Arriving and Departing

Where possible, we advise that students walk or cycle to school. If they choose to cycle, all students should wear a helmet to keep them safe. To enter the school site by foot, it is recommended that students use the following gates:

- Year 7 and 8: Lower Site Gate.
- Year 10 and 11: Turning Circle Gate (if accessing from Chard High Street via the path by Chard Rugby Club)
- Year 9: Cresta Gate.
- Year 12 and 13: Through Main Reception to 'scan in'

Where access through the recommended gate involves students crossing busy roads, they should enter via the most convenient gate and proceed directly to their tutor room. Students should never walk down Zembard Lane towards the Turning Circle as this route is used by the buses in the morning and afternoon and could be very dangerous. Members of staff will be on duty each morning to greet students and make sure that they move quickly to their tutor rooms. All students should go straight to their tutor rooms when they arrive on site and should not meet other students from other bubbles before school.

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We ask that parents of year 7 or 8 students do not drive into the Lower Site Car Park when dropping off or picking up from school as this area can become very congested and dangerous for students arriving and leaving. Please drop students off safely away from the site, such as near the Church on Furnham Road, to allow us to keep the Lower Site Car Park safe for our students.

When travelling on school transport, students will sit in year groups on their buses with Year 13 at the back and groups positioned in age order with Year 7 at the front. Parents whose children use school transport will receive a separate letter to outline measures in place to keep buses safe.

After alighting buses, students will be asked to go directly to their tutor rooms and stay there until the bell goes. After school, Year 7 and 8 students who travel by bus will be asked to wait on the Lower Site playground until Year 9-13 have boarded their buses.

To allow students to board buses and leave the site safely, year groups will be dismissed from lesson 5 in this order:

- Year 12-13 at 15:05
- Year 10-11 at 15:10 (at the normal time)
- Year 9 at 15:15 (5 minutes late)
- Year 7-8 at 15:10 (at the normal time)

All students are asked to leave the site quickly, maintaining social distancing where possible and not meeting up with students from different bubbles.

### Practical lessons

To maintain a broad and balanced curriculum for all students while keeping everyone safe, practical subjects such as D&T, Art, Music, Drama and Science will still take place, but with restrictions on the practical work students will do. These restrictions will be made clear by their subject teachers but will adhere to the following principles:

- Practical activities will be demonstrated by the teacher in a socially distanced way so as to allow learning to take place safely.
- As a general rule, students will not complete practical lessons in Science, Music and D&T until further notice. These lessons will be replaced by classroom-based lessons.
- Where practical work does take place, the movement of students around the classroom will be kept to a minimum and equipment will not be shared.

### Cleaning

- The entire Academy will be subject to enhanced cleaning routines and additional staff have been recruited to enable this to take place. Our dedicated cleaning team will be responsible for particular areas of the school and will focus their attention upon high traffic and frequently touched areas.
- If students are moving to a different classroom at the end of a lesson, students will be asked to wipe down their work area with paper towels and disinfectant spray. Their teacher will finish the lesson 10 minutes early to oversee this and make sure that the classroom is left clean for the next group.

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## Social Distancing and hygiene

The most effective steps that students can take, along with staying in their bubble, are to maintain 2m social distancing from adults and other students where possible and to ensure that they sanitise their hands regularly. Each classroom has been equipped with a hand sanitising unit which students will be asked to use upon entry to and exit from each classroom. Students should take the opportunity to wash their hands with soap and water for 20 seconds or more when they can. They should also observe the 'catch it, bin it, kill it' principles.

## If your child is unwell

It is absolutely essential that if your child feels unwell and shows a possible sign of coronavirus that you should keep them at home and seek a test as soon as possible. You can find information on symptoms and testing here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**If your child takes a coronavirus test, please inform us of the result as soon as you have it by sending your child's name, tutor group and a copy of their test result (screenshot, email or image) to [sch.517@educ.somerset.gov.uk](mailto:sch.517@educ.somerset.gov.uk)**

If your child comes into contact with a confirmed case of coronavirus then they should self-isolate for 14 days and if a confirmed case is found at school, we will liaise with Public Health England and NHS Test & Trace immediately. We will then communicate with parents of affected students straight away to advise of next steps.

It is essential that any student who has visited a country which requires them to quarantine upon their return does so for the recommended time. You can find more information on quarantine requirements here:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

If you or your child have travelled to a country which requires you to self-isolate or quarantine for a period of time upon your return, please let us know by emailing [sch.517@educ.somerset.gov.uk](mailto:sch.517@educ.somerset.gov.uk)

## Behaviour and Attendance

Our primary focus is to ensure that all students are able to return to school to learn successfully and safely. For this to happen, our expectations of students' attitudes towards their learning and their behaviour remain very high. I would like to draw your attention to the following points which I would appreciate your support in drawing to your child's attention. I am sure that we will not have to deal with any of these incidents at school, but it is important that everyone is clear that any behaviours that put others at risk will be treated very seriously indeed.

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- All students should uphold social distancing guidance: avoid physical contact with other students and adults, maintaining a 2m distance from others where possible, whilst travelling to school, in the classroom and moving around the school site. Students who deliberately or repeatedly choose not to adhere to these rules may not be welcome on the school site due to the risk they pose to others.
- Any purposeful attempt to infect others: for instance coughing/spitting at another student/teacher or licking items or surfaces will be considered an assault. This is likely to result in an exclusion from school and the school will reserve the right to refer the matter to the police.
- Handwashing and Hygiene – students will be expected to use the hand sanitiser provided as they enter their tutor room in the morning and upon entry and exit of each classroom they use.
- Leaving school will be staggered for different year groups. We expect students to adhere to the timings they are given and ensure they maintain social distancing during journeys between home and school.
- Students must stay within their bubble at all times and must not under any circumstances meet with students from other bubbles. This kind of choice would put hundreds of students and their families at risk.
- If students are experiencing symptoms then they should inform their teacher or the nearest adult immediately.

I trust and believe in our students and therefore I know that these issues are unlikely to arise but it is essential that all students are aware that the rules in place on site are resolute and non-negotiable. We will politely remind students who make mistakes or get it wrong, that is inevitable, but students must make every effort to adhere to all measures in place at all times.

Attendance at school is mandatory, as it was before lockdown, and as such our normal attendance monitoring and support processes are back in operation. If you have any questions or concerns about your child's return to school then you should contact Mrs Davison or their Year Leader using the email addresses here:

<https://www.holyroodacademy.com/academy/parents/carers/staff-list-2020-21/95/>

### **Breakfast Club, Break and Lunch times**

Breakfast club will take place in the following locations

- Year 7 and 8: Lower Site Hall
- Year 9: Upper Site Hall - entering via the upper site reception
- Year 10 and 11: Upper Site Hall - entering via the door to the playground
- Upper site hall will be divided so that Year 9 and Year 10/11 bubbles are socially distanced

During break and lunch time, all food will be 'grab and go' and will be available to particular year groups in their designated areas only:

- Year 7 and 8: Lower Site Hall
- Year 9: Upper Site Hall (at their designated break and lunch times)
- Year 10 and 11: Upper Site Hall
- Year 12 and 13: Sixth Form Cafe only

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'The Lunchbox' will be closed until further notice to allow our catering staff to provide a safe and high-quality service in the designated areas above.

We strongly recommend that all parents use the online system to top up food accounts instead of sending students in with cash. This will reduce congestion around the top-up machines at school. If necessary, Year 7 & 8 students will be allowed to use the top-up machines in the Lower Site Hall, and Year 9,10 & 11 will use the top-up machines at Upper Site. A sanitiser unit has been placed next to the top-up machines so that students can sanitise their hands after they have used the machines. Cash will not be accepted in any of the catering venues, including Sixth form, with the exception of the first week for Year 7 students, until parents are provided with their online accounts. After the first week for Year 7 and from the first day for all other year groups, biometrics will be used at the till points and the catering team will ensure that the biometric reader is cleaned between each use.

### Uniform

Our expectations of full school uniform apply to all students and can be found here:

<https://www.holyroodacademy.com/academy/parentscarers/uniform/32/>

We appreciate the support of all parents in ensuring that students arrive to school in full and correct school uniform so that the beginning of a new school year can be as seamless and positive as possible. Please pay particular attention to the sections on footwear (plain black, flat, polishable shoes, not trainers) and piercings (none except from one earring in the lobe of each ear) as these are usually points of discussion in September!

### Equipment

It is always important for students to arrive at school with the correct equipment to enable them to learn effectively. This is even more important in the current situation as teachers will not be able to lend out equipment to students. Form Tutors will have a limited supply of pens for emergencies but the availability of stationery beyond that will be limited. It is therefore essential that your child brings the following equipment with them each and every day: **black pen, purple pen, pencil, ruler, eraser, protractor, calculator and glue stick.**

### Face Coverings

As you may be aware, the Government recently changed their advice regarding face coverings in schools, having previously stated that they were not necessary. Their guidance now states:

*'Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.'*

*In addition, and consistent with WHO's new advice, the government will advise additional measures are taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention as [listed on gov.uk](#), the government's guidance will state face coverings should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain.*



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*It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.'*

<https://www.gov.uk/government/news/update-on-face-coverings-in-schools>

Our local area has a very low rate of Covid-19 infection and transmission and we have taken a number of precautions to keep everyone safe which are outlined here and in previous communications. Therefore, in line with the above guidance, face coverings will not be mandatory in any area of our school.

However, I absolutely recognise that some students will feel more confident and comfortable when wearing a face covering and therefore if they choose to do so in communal areas and corridors then I am happy for them to do so. We will ask students to remove their face covering when they come into the classroom, after they have taken their seat. Please note that if your child chooses to wear a face covering then it should be stored in a sealed plastic bag in their bag and should be a fresh covering each day. Masks should be plain or patterned in appearance but should not show any motifs, slogans or images that may scare or intimidate other students. They should not be worn on the chin or neck. We need all students to look out for themselves and others and so if a student brings an inappropriate mask to school or uses it inappropriately, they will be asked to remove it.

This, as with all other guidance in this letter will be reviewed regularly in line with Government guidance and our local situation.

I would like to take this opportunity to thank you all for your support of our school and I look forward to working with you to ensure that our students have a truly successful and enjoyable year.

Yours Faithfully,



Dave MacCormick

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