



Friday 17th July 2020

Dear Families

End of year message

I can only start this message by praising the commitment of our students and staff in what has been such a strange time. My sincere thanks too to all our wonderful parents and carers who have had to juggle so much in these last few months. The sun is out today as we break up and I hope it remains so and that everyone has a wonderful summer.

Uniform help

If you are concerned about uniform for September, please contact us. You might be struggling with costs, in which case we have found funds to create a stock. Or, you might be struggling with availability. Whatever the issue, please let us know using [this online form](#) and someone will get back to you.

September 2020

We need to make sure that the new Year 7 students, who haven't had a transition day, get some time where we focus upon them. Therefore, the start will be slightly staggered:

Monday 7th September - Years 7, 11, 13 only

Tuesday 8th September - Years 8, 9 and 10 also begin

Wednesday 9th September - Year 12 begin

We had a well attended parent event on Monday this week to talk through outline plans for September. Sadly, only the first 11 minutes of the event were recorded as the rest of the footage was corrupted. I am sorry about this. I will aim to re-record the presentation and make it available next week.

In the meantime, for the benefit of those who couldn't make it and as a reminder for everyone, here is an overview of how the school will operate:



Topic	Proposal
Year group 'bubbles'	Year groups will form 'bubbles' and be kept apart wherever possible.
Zoning	<p>Year group 'bubbles' will be kept in distinct zones of the school, so students are likely to come into contact only with others from their year bubble when leaving rooms for instance.</p> <p>Melbourne Place (except library): Key Stage 3 Mud Lane: Key Stage 4 due to access to specialist spaces Eden Centre and library: IB</p> <p>We will treat Years 12 and 13 as one bubble.</p> <p>Assemblies will initially be done remotely, using Google Meet on classroom screens. In time, we will then explore year group assemblies in the Hall for KS3.</p>
Mini bubbles	Year group bubbles will allow students to mix within dining areas and at social times but where possible we will go further to establish mini bubbles where students will spend most of the time. This will be the case at KS3, where students will be taught in their form groups.
Home rooms	<p>Classrooms in Melbourne Place will be designated to form groups in their year group zones. Students will stay in their room and teachers will move to them.</p> <p>Classes will be set out in rows with all students facing forwards.</p> <p>KS4 students will move between the rooms in Mud Lane as they switch between their existing groupings and make use of labs and other spaces where needed.</p> <p>Changeovers: Senior leaders and experienced staff will be stationed at key points so they can oversee a number of rooms.</p> <p>A senior leader will be on duty every period to do visibility walk and assist if required.</p>
Specialist spaces	<p>The Music Room and Drama Studio will be kept free at Melbourne Place so that students from KS4 and 6th Form can access these. They will be walked over once other students are in lessons. Art for KS3 will need to take place in home rooms.</p> <p>One lab with external access will be kept free for KS3 classes and 6th Form to be brought over for practical sessions.</p> <p>Where more than one 'bubble' accesses a specialist space, cleaning will take place in between uses.</p>
Subject specific adjustments	Adjustments will be made for certain subjects, e.g. so that students do not have to change for PE. More details will be provided in due course.
Cross-site options	<p>No Year 10 students will cross sites for options lessons.</p> <p>Year 11 students will be kept at home sites where possible, but there will be an element of movement in groups we cannot 'split up'.</p>
Staggered timings	<p>We will adopt split breaks and lunches to keep students from different year groups apart.</p> <p>Social spaces will be as described in the table below.</p> <p>We will liaise carefully with the canteen to ensure wait time is reduced for students, e.g. Grab and Go</p>

	We will ask parents to indicate if their child will need school lunches to ensure that the food doesn't run out for the last year groups to go for lunch.
Library	A Click and Collect service for library books will allow students to request titles. A tutor group reading scheme will be introduced with input on the conference days in September.
Toilets	Student toilets will have numbered doors that will indicate which can be used by each year group, e.g. (7,8,9) (10,11)
Autumn events	Autumn events such as Open Evenings will be run virtually. Clubs and teams will be limited in the first half term and where they do take place they will be site-specific and in year groups only.
Engage base and SEND spaces	We will only work with students from the same years at any one time in these rooms. They will be cleaned down between each group attending.
Fire plans and practices	The principle stands that evacuation takes priority and all available exits should be used. Practices will take place. We are likely to use Parker's Piece as a muster point so that we can distance appropriately.
Lockers	We will not be able to allow access to lockers until we can re-organise them into year group zones. We will need some existing students to move from one locker to another.
Visitors and volunteers	We will not accept Work Experience requests or volunteers for term 1. We will have trainees but they will have DBS provided. We will not normally be able to receive visitors. Meetings will largely have to take place online.

I hope that these details are useful to you. Planning and risk assessment will continue over the summer as there are many details beyond these broader arrangements to consider.

We will be in touch over the summer when necessary. Messages are likely to resume after 11th August.

Thank you and farewell

My thanks to the following staff who are leaving us, for all of their hard work. Good luck in future:

- Mrs Nadeem
- Ms Lukacs
- Mr Griffin
- Miss White
- Mr Sam
- Mr Morea
- Ms Oosterbeek

My particular and heartfelt thanks to two close colleagues who leave the senior team this summer: Miss Moore and Miss Su. I will miss them greatly and I am sure you will all join me in thanking them for their long and excellent contributions to our school.

I trust that you will all have a great summer.

With all best wishes

Craig Morrison