



August 2020

Dear Parent/Carer,

Plans for September Re-opening

For my final letter of this academic year and as promised, I am writing to you with information regarding the return to school for all staff and students in September. I apologise for the length of this letter but I wanted to give you as much information to support you and your child with preparing for returning, after what will be nearly half an academic year of working from home.

It is important to note that these procedures are based on the most recent government guidance and are still subject to change.

My intention is to write again to you towards the end of the summer break, confirming arrangements and informing you of changes to the information that follows. It is important to note that we need to be prepared to respond to a change in these arrangements at any point when advised to do so by the government or in response to local context.

Although we will be operating in a very different manner and staff and students will have to become familiar with different systems, processes and routine, I do wish to keep the educational experience and the curriculum as close to normal as possible.

Attendance

Whilst the pandemic has been prevalent, the government has relied on parents and carers to decide whether their children should return to school as the provision developed. From September however, all parents must send students back to school on a full time basis.

We will be working with students on their re-integration back into full time education and assisting them into the new ways of working, upon their return. We appreciate students may be experiencing mixed feelings and anxieties related to their return however please be assured we will be there to support them. Government guidance is currently that all students should return to school in September and non-attendance could result in a fixed penalty fine. This is why we will be working in partnership with our families to ensure students all return to school, to a safe working environment, conducive to learning and achievement in September.

Returning to School

Not all students will return on the same day. We will slowly reintegrate students back into school over a couple of days, in order to ensure effective induction takes places, allowing everybody to acclimatise to the changes around school.

Meden School | Burns Lane, Warsop, Mansfield, Nottingham NG20 0QN
Telephone: 01623 843517 | Email: office@medenschool.co.uk | Website: www.medenschool.co.uk
Executive Head Teacher: **Ryan Hawley** BSc (Hons), QTS, NPQH | Head of School: **Jim Smith** BSc (Hons), PGCE, MA

Students will have dedicated entry and exit points to school, which must be adhered to at all times. Students MUST not use any other entrance, unless arriving late to school, when they should enter via the main reception.

Year 7, 8 & 10 will use the entrance at the front of school adjacent to the Eastwood block and Hetts Lane School.

Year 9 & 11 will use the side entrance adjacent to the sports centre

Year 12 & 13 will use the main reception entrance

The return days are dates are as follows:

Year 7 Induction day - Friday 28th August
Year 7 and 11 Return to school - Tuesday 1st September
Year 7,10,11,12,13 In school - Wednesday 2nd September
All Year Groups in school - Thursday 3rd September

NB. There will be no school bus provision on Friday 28th August only. Parents should ensure year 7 students attending on this day arrange their own transport to and from school.

Until further notice, in order to maintain social distance and to ensure students remain in year group bubbles, the start times will also be staggered each day. **Students should enter the school site at their start time and go straight to tutor rooms.** At the end of the school day students should leave the site promptly using the correct exit.

| | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12/13 |
|---------------------------|--------|--------|--------|---------|---------|------------|
| Start time | 8:30 | 8:50 | 8:40 | 8:40 | 8:30 | 8:30 |
| Finish time | 3:20 | 3:25 | 3:25 | 3:30 | 3:30 | 3:30 |
| Friday Finish Time | 2:30 | 2:35 | 2:35 | 2:40 | 2:40 | 2:40 |

Please understand, it is essential that students remain in year group “bubbles” as far as practicably possible, reducing contact with students in other year groups, with breaks and lunches also being taken in dedicated spaces.

Lunch Provision

Our catering service will resume when students return in September, however we have asked that students attending the year 7 induction day on Friday 28th August bring a packed lunch. Choices will be limited to “grab and go” style food. Hot and cold food is available but there will be a limited selection. If I could encourage parents to top up accounts online to reduce contact with the “cash top up machines” in the building. In summary, there will be no contact between year groups in school,

with the exception of lesson transition time when this cannot be avoided. Students will need to move swiftly to their next classroom. Students will have staggered breaks and lunches. Students are allocated a dining room to use and will stay there for the duration of their 30 minute lunch break before returning to class. There will be an outside space allocated.

Personal Hygiene

It is imperative that students practice safe hygiene. Students must, on entry to school site, use hand sanitisers provided. They must also sanitise on entry to every classroom space. Students must wash hands after visiting the toilet. This is the biggest factor in reducing the spread of virus. There will be increased signage around the building reminding students to keep their hands clean.

Uniform and Equipment

It is an expectation, from the start of the new term that all students will be in full school uniform from the outset. Physical, PE lessons will not commence until Monday 7th September at the earliest. Students will not therefore be required to bring their PE kit until instructed to do so. When students return, we will issue them all with a basic stationary kit of pencil case, pens, pencils, ruler, whiteboard pens, board rubber and mini whiteboard, as students will not be able to share any equipment. Mr Penman wrote to you all last week, confirming that student's not in possession of their pencil case or school planner during the school day, would receive a sanction. This is part of the school's drive to raise standards and the aspirations of our students. Students should be encouraged to add further items of equipment, to that supplied by the school, to ensure they always have sufficient. In most other subject areas, specialist equipment may be provided. In addition, students may wish to invest in a scientific calculator. These can be purchase from as little as £5. On their return students will also be supplied with a coloured lanyard to wear. These will be a compulsory part of their uniform, helping everybody to ensure they remain part of their "year bubble". Students must wear and keep these visible at all times.

We must insist on high standards of behaviour, conduct, attitude to learning, engagement with learning and basic expectations at all times. It is even more crucial at a point of re-engagement and induction that, following such a lengthy spell absent from school, all students have clear boundaries and parameters to operate within, to support them and to ensure the school is a positive learning environment. There will be other elements of working, throughout the school day, which we will finalise and share with students upon their return to school.

Can I give my personal thanks to you all for your support during these challenging times and send you my best wishes for the summer holidays. I look forward to seeing you once again in the new academic year.

Kind Regards,

Mr J Smith
Head of School