



August 2020

Dear Parents/Carers,

Important Information regarding September opening:

Firstly I would like to introduce myself as the new Headteacher of West Coventry Academy. It is a privilege to have been appointed by the school Governors and entrusted with the job of leading such a fantastic school.

Many of you will know me already as I have worked at the school for many years. I am passionate and ambitious about improving the life chances of all students and am looking forward to working with the whole community as we strive for even greater success for the students of West Coventry Academy. By working together we can ensure that all students enjoy their time at school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

We are very much looking forward to returning to school next week and I would like to reassure you that we have the safety of students and staff as our main priority.

As you are aware, the Government has recently released guidance on how to facilitate the return to full time education for all students from September 2020.

The guidance advises some basic principles that should be adhered to:

- Robust hand and respiratory hygiene, including hand washing and sanitising hands regularly, and 'catch it, bin it, kill it' routine for coughs and sneezes.
- Enhanced cleaning procedures.
- Staff maintaining social distancing from students except in circumstances of first aid or intimate care.
- Tables in classrooms facing forward where they are unfixed (but no social distancing between students).
- No mixing of students from different year groups as far as practically possible.

In order to meet these requirements, we have put a number of measures in place that are detailed in this letter. Please read the detail carefully and discuss it with your child. West Coventry Academy will manage a return to schooling in September with full time attendance, lesson delivery from every subject and a daily tutorial contact for Years 7-11.

Please be reminded that all arrangements are subject to change, dependent on Government advice and guidance. This will not be a return to normal and we need to work together to ensure a safe and productive 'new' normal. Whilst the new school year will be a very different one, we are very much looking forward to welcoming our students back and seeing them in lessons working hard again!



In order to adhere to the guidance, the following systems are in place from September:

- A one-way system around the school site. Arrows will direct students which way to move around the school site safely. All students will be provided with an individual map.
- Students will be seated facing forwards and windows will be opened.
- Students in Years 7, 8 and 9 will mix with their class bubble for the majority of the time. Where possible Year 7 and 8 will remain in a classroom base. Specialist provision for example PE and Science may require some movement but students will remain in their year bubbles.
- KS4 and 5 students will be managed in separate year bubbles as they will have to break into groups for their option choices.
- Year 9 and KS4 students will queue in designated zones and be collected by teachers before entering the buildings.
- KS5 students will be taught in the sixth form block for the majority of the time.
- Students will be expected to adhere to signage around the school site, which includes; social distancing, following the one way system, reminders to sanitise hands regularly.
- The timings of the school day have been changed to allow for staggered break and lunchtimes for different year groups to minimise contact.
- There will be a staggered end to the school day over a 10 minute period to enable students to leave the site safely.
- A takeaway only facility will be available from the school canteen. Students are encouraged to bring a labelled water bottle into school with them.
- Toilets will be cleaned throughout the day and there is a robust cleaning schedule in place.
- All toilets contain soap and hand towels for students to use.
- A team of cleaners will be deployed to constantly clean rooms and facilities.
- Teachers will remain at the front of classrooms with social distancing measures in place.
- Exercise books will be used by students but not collected in for the time being.
- Students should be encouraged to walk or cycle to school. If using public transport students must wear a mask and adhere to social distancing guidelines.
- Car drop off must be done at a safe distance from the school.
- Pedestrians will be asked to leave the school site via the Tile Hill Lane gate only.
- Students travelling on the 6S will leave via the Tile Hill Lane gate.
- Students cycling or using the other school buses will be asked to leave the school site via the Nutbrook Avenue gate.
- SEN and Inclusion support will be restricted to individual/small group activity with the appropriate social distancing.
- Students are encouraged to wear a face mask whilst moving around the school site and going into the toilets (see face mask guidelines).
- Hand sanitisers are placed throughout the school and students will be encouraged to sanitise their hands regularly.



- Bins are available in all classrooms and students should dispose all waste responsibly.
- Tables and chairs will be wiped down after use using antibacterial wipes/spray.

Expectations:

- Attendance at school has been described by the Government as 'mandatory' and as such, usual attendance processes will be followed.
- Students must bring their own equipment into school with them. Loaning of equipment will not be permitted. Students should come fully equipped for lessons and include a reading book in their daily equipment.
- Students are allowed to bring bags to school, but these must be placed beneath their table in lessons.
- Students must attend school in full school uniform and bring a warm, waterproof coat.
- Students may wear PE kit to school if they have PE timetabled for period 1. If students have PE period 5 they are permitted to leave school wearing their PE kit.
- Students travelling on public transport must have a face mask which is secured in a sealed container during the school day (see attached face mask guidelines).
- Students are expected to adhere to the rules that have been put in place to ensure everyone's safety. If any student fails to follow the rules this will result in a phone call home. If the behaviour of any students compromises the safety of students or staff they will be asked to leave the school site immediately and return home.
- Students should not congregate outside the school. They should make their way promptly and sensibly to their designated areas at the start and the end of the day.
- Students, staff and other adults must not come onto the school site if they are displaying the symptoms of coronavirus. The full list of symptoms can be found at: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-developsymptoms-of-coronavirus>

Students displaying symptoms of the virus will be removed to a well ventilated room and their named adults contacted to collect them. Please be aware that staff attending to students displaying symptoms will wear appropriate PPE. If you are called because your child is unwell, please collect your child **as soon as possible**. Any child displaying symptoms should be tested as soon as possible and if the test is negative inform school and return when well enough to do so. If the test is positive, the school **must** be advised and self-isolation guidance **must** be followed.

In order to ensure students are confident with routines and procedures, we have put in place a staggered start to term. This will allow us to get each year group into classrooms via their designated route, and will give us time to go through routines and expectations regarding their time in school.



We appreciate that this will be a time of anxiety for some students and the arrangements below will enable us to show students how things will work and to make sure they know what they must do to minimise risk to themselves and others in the school community.

We expect students to behave responsibly and to follow the guidelines that are in place to ensure everyone's safety. We will operate a zero tolerance policy with students who do not follow these expectations and therefore put others at risk. At the start of term all students will be issued with a Home School Agreement. We ask that this is signed by the student and their parent/carer.

Arrangements for the start of term

Tuesday 1st & Wednesday 2nd Sept are Teacher Training Days (school closed to students)

Thursday 3rd **Year 7 will be expected to attend school in full school uniform from 8.45am-3pm, on arrival into school Year 7 students will be met at the school gate by staff.**

Year 12 will be expected to attend school from 10am – 12pm, on arrival into school they should make their way directly to the sixth form block.

Year 13 will be expected to attend school from 1pm – 2pm, on arrival into school they should make their way directly to the sixth form block.

Friday 4th **Year 7 will be expected to attend school from 8.45am-3pm.**

Year 8 will be expected to attend school in full school uniform from 9am-10am, on arrival they will be met by school staff at the Nutbrook Avenue gates and directed to a queuing zone.

Year 9 will be expected to attend school in full school uniform from 10.15am-11.15am – on arrival they will be met by school staff at the Nutbrook Avenue entrance gates and directed to a queuing zone.

Year 10 will be expected to attend school in full school uniform from 11.30-12.30pm– on arrival they will be met by school staff at the Nutbrook Avenue entrance gates and directed to a queuing zone.

Year 11 will be expected to attend school 1pm-2pm– on arrival they will be met by school staff at the Nutbrook Avenue entrance gates and directed to a queuing zone.



Monday 7th onwards

Normal lessons will commence for **Years 7-13**.

All lessons will start at **8.45am**. Students must be in school **no later** than 8.40am. Any students arriving in school before 8.40am will wait in designated areas.

Year 7	will finish at 2.50pm each day.
Year 8	will finish at 2.50pm each day
Year 9	will finish at 2.55pm each day
Year 10	will finish at 2.55pm each day
Year 11	will finish at 3pm each day
Years 12 & 13	will finish at 3pm

All details contained in this letter remain under review, due to the frequently changing landscape. We will communicate any changes to you and ensure that you are kept up to date with any additional information as we have it.

Please accept my thanks for your continued support of West Coventry Academy during these most unprecedented times. I can assure you that the safety of our school community is of paramount importance to us.

Ana Neofitou
Headteacher