



Tuesday 14th July 2020

Dear Parent/Carer

I am so proud of the way in which our whole school community have dealt with the events of the past few months with such resilience. We are all so excited about the prospect of welcoming all of your children back. We have been working on plans to ensure that all children can return in September and I am delighted to share those plans with you in this letter.

End of term

We will finish setting work on TEAMS for all students on Friday 17th July. We will be open on Monday 20th July for Keyworker and vulnerable children only. We will not be open from Tuesday 21st July and over the summer holidays for any form of school provision.

'Bubbles'

Students will be placed in year group 'bubbles' and will not mix with any students from other year groups.

Start dates

All students will be invited in for a student 'INSET day' during the week commencing Monday 1st September. The purpose of this day is to explain to students how all of our new systems will work (both Covid related and non-Covid related) and set out with the high expectations we intend to keep for the whole academic year. Attendance at this day is **compulsory** and will count towards your child's attendance percentage. A majority of our students have been away from school for a long period of time and this day will be invaluable to them to allow them to prepare for being back in our school building full time from Monday 7th September. Students should attend this day in **full school uniform**. The day will begin at **8:45am** and end at **2:30pm**.

Tuesday 1st September – Year 8 and Year 9
Wednesday 2nd September – Year 10 and Year 11
Thursday 3rd September – Year 7
Friday 4th September – Year 7 and Year 11

A separate letter with start dates and times will be sent to Post-16 students.

All students will then return on Monday 7th September full time. Attendance is compulsory unless you have received medical guidance to suggest otherwise. In the event of this, please contact school at contact@nusa.org.uk

Using Public Transport

The current expectation from the Government is that any student who uses public transport to travel to school must wear a mask whilst on public transport. This may change so please keep an eye on the news for updates.

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Uniform

It is our expectation that all students wear full school uniform on return. Further guidance on school uniform is attached to this letter and is available on our website. Sanctions will be given for any student not wearing full school uniform in line with our behaviour policy.

<https://www.nusa.org.uk/page.php?p=uniform>

Equipment

It is more essential than ever that students have their own equipment. They will need to go in to adult life with the ability to be prepared so it is important that they adhere to this basic expectation now. The equipment list is as follows:

- Clear plastic pencil case
- 2 pens
- 1 pencil
- 1 ruler
- 1 sharpener
- 1 rubber
- Highlighters

Students may also choose to bring:

- A calculator
- Glue
- Pencil crayons
- A compass
- Felt tips

Sanctions will be given for any student who does not have full equipment in line with our behaviour policy. There will be opportunity for any student who does not have equipment to purchase it in school as staff will not be able to hand equipment out.

Start times

The school day will have a 'staggered' start under the new Covid timetable regulations. This is to ensure that students maintain their Year group 'bubbles' where possible.

Year group	Time	Gate	Line up
7	08:30am	Side gate	Gym
8	08:40am	Side gate	Sports Hall
9	08:45am	Side gate	Street
10	08:40am	Reception	Canteen
11	08:30am	Reception	Lecture theatre
NUSA16	08:45am	Reception	Library

We ask that all students arrive at this time and do not arrive earlier. We will have no provision for students to be in school earlier than the time stated above.

Lessons

Lessons will continue to be taught in sets as they are now. Students will have access to a full range of curriculum subjects. Instead of 6 single periods each day, students will now have 3 double periods each day. This is aimed at reducing movement between classrooms. Timetables will be given to students on the student INSET days.

Break time

Given the short duration of breaktime and the large volume of students to be served, we will not be serving any breaktime snacks in the canteen during this Covid period. Instead, we are asking that all students come to school with a drink and snack which they will be able to eat in the classroom at the end of period 2. No fizzy pop or energy drinks please.

Lunch time

Lunch times will take place on a staggered basis and each year group will have their own dedicated area for lunch time. Year groups will not mix during this time.

Drinks

We are having new foot pump water fountains installed over the Summer holidays. These are foot operated and do not need to be touched with hands. If students wish, they can bring refillable water bottles to use the fountains.

Hygiene

All students will have access to sinks for washing hands following trips to the toilet and will be provided with anti-bacterial gel throughout the school day.

Illness

What will happen if a student or a member of staff becomes symptomatic during the school day?

We have already established an isolation room where anyone who develops the symptoms of COVID-19 can be cared for while we arrange for them to be taken home, or seek further medical assistance. Parents and carers must ensure that we have up to date contact information in the case of such an emergency. If any member of our school community tests positive for COVID-19, we will work with our local health protection team who will help us to decide on the most appropriate next steps. All stakeholders need to appreciate that even with all of these additional control measures in place, there is still the possibility that we could be forced to close to some or all of our students for a period of 14 days. If this were to happen, we would inform parents and carers via email, and we would expect staff and students to revert to setting work via Microsoft Teams.

Staying at home if you are symptomatic

The most important step anyone can take is to be self-aware with regards to the key symptoms of COVID-19, and stay at home if they develop a new, continuous cough, a high temperature, or if there is a loss or change in their normal sense of taste or smell. There will be tissues available in all teaching areas, and lidded bins for their disposal, so that everyone can 'catch it, bin it & kill it'.

PPE

At the time of writing, face masks for those students using public transport will be mandatory. However, the government guidelines are clear regarding face masks in school. Students will be asked to carefully remove and either store or dispose of their mask, before they clean their hands at the start of their school day.

Expectations

We expect nothing less than excellent behaviour at NUSA. All students should work hard and be kind. Our expectations will remain high and any student who fails to meet this will be sanctioned in accordance with our behaviour policy. All of you deserve to learn in a calm and purposeful learning environment.

End of school

School will begin to end each day at 2:30pm. Each year group will be dismissed one at a time and as soon as each year group has cleared the school area, the next year group will be dismissed. The latest students will finish will be 3pm. We ask all parents/guardians to ensure that they wait at the bottom of the drive to collect students as opposed to on the school site.

Extra-curricular

In the short-term, we will be unable to run any form of extra-curricular activities after school.

MCAS

This is a reminder to all parents and carers to sign up to MCAS if not already done so. Below is a link to the joining instructions:

https://www.nusa.org.uk/data/letters/files/MCAS_Sign_Up_2.pdf

MCAS allows parents and carers to update their personal contact details online ensuring we have the correct contact details. Please can all parents and carers check their contact details on MCAS and ensure this information is up to date.

If you have any questions regarding the return in September, please email through your questions on contact@nusa.org.uk. The school phone line will close on Monday 20th July and will not reopen again until Tuesday 25th August. Please note that any answer machine messages left during this time will not be heard until Tuesday 25th August so if your enquiry is urgent, please use the email address above.

Yours Sincerely,

Emma Howard
Head of School