

Thursday 27<sup>th</sup> August 2020

Dear Parent/Carer

I hope you have all had a wonderful summer. We cannot wait to welcome your child back to our school and we have been working really hard to ensure that all safety measures in place for both students and staff.

I wanted to write to you today with a few updates and a reminder of the procedures for the new term.

### **Masks**

Following the recent Government announcement, we have now asked all staff to wear masks in communal areas, such as corridors and the dining room.

From the 31<sup>st</sup> August all secondary students will be required to wear a face mask in the following areas:

- corridors
- communal indoor spaces
- dining halls (when entering, queuing, and leaving).
- during fire evacuations
- any other area of the school where students may mix outside their bubble

Students are not required to wear face masks:

- during lessons
- in outside spaces if they are contained within their bubble
- whilst eating

### **Exemptions to this policy**

Any student presenting appropriate medical evidence will be exempt from wearing face masks. In order to provide medical exemption for your child, please notify your child's Head of Year.

### **Types of face masks**

Students should wear face masks that comply with the following requirements

- covers nose and mouth
- does not have any offensive or contentious words, patterns or images printed on it

Students should not wear face coverings of the following descriptions:

- scarfs
- bandanas
- the pulling up of coats, hoodies or other clothing over mouths and noses

### **Mask supply**

We would expect most students to provide their own face masks, but provision should be made for FSM/Pupil Premium students who may struggle to access face masks. If you feel that you will struggle to provide your child with a face mask, please contact us on [contact@nusa.org.uk](mailto:contact@nusa.org.uk)

### **'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 1<sup>st</sup> 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 7<sup>th</sup> September. Students should attend this day in **full school uniform**. The day will begin at **8:45am** and end at **2:30pm**.

Tuesday 1<sup>st</sup> September – Year 8 and Year 9

Wednesday 2<sup>nd</sup> September – Year 10 and Year 11

Thursday 3<sup>rd</sup> September – Year 7

Friday 4<sup>th</sup> 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 7<sup>th</sup> 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](mailto: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.

### **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 & Water**

We have new water fountains installed over the summer holidays. These are foot operated and do not need to be touched with hands. If students wish to use them, they must bring a refillable bottle (not made from glass) to use the fountains. Children must not directly drink from the fountain.

## **Purchasing food from the canteen**

We will no longer be using the cash deposit machines for adding money to dinner accounts. Therefore all students who wish to purchase meals at dinner time from the canteen need to have a Parent Pay account. A letter will follow shortly regarding how this is set up.

## **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'.

## **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](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](mailto:contact@nusa.org.uk).

Yours Sincerely,

Emma Howard  
Head of School