

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

2<sup>nd</sup> March 2021

Dear Parents and Carers,

I hope my letter finds you well, and I want to take this opportunity to thank you for your continued support in the challenging times we are all currently facing. We look forward to welcoming our students back to the academy and we will be operating a phased return from Monday 8<sup>th</sup> March.

The phased return is necessary for us to complete the lateral flow testing of those students where parents have consented to the testing process.

### Phased return

For those students whose parents have consented to lateral flow testing, individual letters will be issued by email with the time at which you must arrive to site on your testing day. Students will remain on site until the end of the school day.

Activity	Monday 8th March	Tuesday 9th March	Wednesday 10th March	Thursday 11th March	Friday 12th March	Monday 15th March
In school lessons	Critical workers/ Vulnerable school	All Year 10 students Critical workers/ Vulnerable school	All Year 10/11 students Critical workers/ Vulnerable school	All Year 7/10/11 students Critical workers/ Vulnerable school	All Year 7/8/10/11 students Critical workers/ Vulnerable school	All students in school
In school for testing	Year 10 students with consent	Year 11 students with consent	Year 7 students with consent	Year 8 students with consent	Year 9 students with consent	
Virtual Learning	Years 7/8/9/10/11	Years 7/8/9/11	Years 7/8/9	Years 8/9	Year 9	All students in school

### Lateral flow testing

Only those students whose parents have completed our online consent form which can be accessed here:

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

<https://forms.office.com/Pages/ResponsePage.aspx?id=GO7B01t5ske0wJc0nDNaDr6Am4oUQrZDtIHcwppgUupUNFpVSzQ1OFhQOE4xR09XT0dQSE5OTzIBNC4u>

will be eligible for the lateral flow test. These tests are intended to detect anyone who is asymptomatic and will support us as a control measure in the academy.

It is essential that anyone who is showing symptoms of COVID 19 follows the government guidance, self isolates and books a PCR test. Students with symptoms must NOT attend school. The tests we have in school are designed to detect those individuals who may carry the virus (and therefore be able to transmit to others) but who do not show any symptoms.

All students where we have received consent will have 3 lateral flow tests in school, and following this, students will be provided with lateral flow tests to administer twice a week at home.

As you will appreciate, this is a logistical challenge we have not faced before, so we thank you for your support and patience with the process. We also thank those that have already consented to the testing as this aids us in keeping our community as safe as possible.

The timetable for testing where consent has been received is below:

Year	Test 1	Test 2	Test 3
7	Wednesday 10th March	Monday 15th March	Thursday 18th March
8	Thursday 11th March	Monday 15th March	Thursday 18th March
9	Friday 12th March	Tuesday 16th March	Friday 19th March
10	Monday 8th March	Thursday 11th March	Tuesday 16th March
11	Tuesday 9th March	Friday 12th March	Wednesday 10th March

Where a student tests positive on the lateral flow test, they will be isolated and we will ask that you collect them immediately from site. The guidance must be followed with a period of 10 days' self-isolation.

### Timings of the school day

In line with our risk assessment, we will be operating a staggered start and end to the academy day. This mirrors the process prior to lockdown where we will be operating the bubble model within the year group zones. The timetable is below showing the school day timings:

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

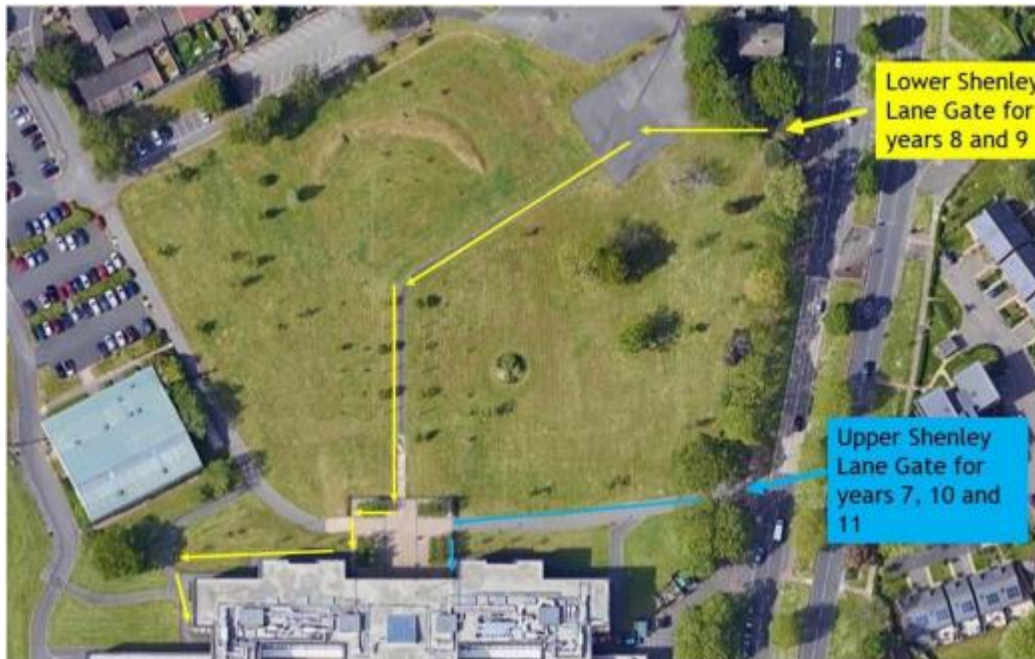
Year 7	Year 8	Year 9	Year 10	Year 11
Tutor 8.30 – 9.00	Tutor 8.30 – 9.00	Tutor 8.45 – 9.00	Tutor 8.45 – 9.00	
Period 1 9.00 – 10.00	Period 1 9.00 – 10.00	Period 1 9.00 – 10.00	Period 1 9.00 – 10.00	Period 1 9.00 – 10.00
Break 10.00 – 10.15	Break 10.00 – 10.15	Period 2 a 10.00 – 10.30	Period 2 10.00 – 11.00	Period 2 10.00 – 11.00
Period 2 10.15 – 11.15	Period 2 10.15 – 11.15	Break 10.30 – 10.45		
		Period 2 b 10.45 – 11.15		
		Break 11.00 – 11.15	Break 11.00 – 11.15	Break 11.00 – 11.15
Period 3 11.15 – 12.00	Period 3 11.15 – 12.00	Period 3 11.15 – 12.00	Period 3 11.15 – 12.00	Period 3 11.15 – 12.00
Lunch 12.00 – 12.30	Lunch 12.00 – 12.30	Period 4 12.00 – 12.45	Period 4 12.00 – 1.30	Period 4 12.00 – 1.30
Period 4 12.30 – 2.00	Period 4 12.30 – 2.00	Lunch 12.45 – 1.15		
		Period 4 b 1.15 – 2.00		
		Lunch 1.30 – 2.00	Lunch 1.30 – 2.00	Lunch 1.30 – 2.00
Period 5 2.00 – 3.00	Period 5 2.00 – 3.00	Period 5 2.00 – 3.00	Period 5 2.00 – 3.00	Period 5 2.00 – 3.00
		Tutor 3.00 – 3.15	Tutor 3.00 – 3.15	Tutor 3.00 – 3.45

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

The entrance and exit to the site is detailed below

Year	Entrance/Exit to site
7	Upper Shenley Lane Gate
8	Lower Shenley Gate
9	Lower Shenley Gate
10	Upper Shenley Lane Gate
11	Lower Shenley Gate

This is highlighted on the image below:



**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

Breaks and lunchtimes will also be split:

Year	Break	Lunch
7	Dining Hall	Sports Hall
8	Sports Hall	Dining Hall
9	Dining Hall	Dining Hall
10	Sports Hall	Dining Hall
11	Dining Hall	Sports Hall

### Face coverings and hand hygiene

Students will be expected to wear face coverings in all indoor areas where 2 metre distancing cannot be maintained, and this will include classrooms. It is essential that all students come to school with their own face covering and that they also bring a spare, where we advise this is kept in their school bag in a sealed plastic bag.

Students who are exempt from wearing a face mask will be provided with a pass, which they will be expected to carry with them at all times.

Students will be expected to sanitise their hands regularly throughout the day and this will include, but not be limited to: entry to and exit from the building, on entering and exiting a classroom and entering the dining facility. Hand sanitisation units are kept filled and are located throughout the building. All students will be expected to wash their hands with soap and water before exiting the toilet facilities.

### Uniform and standards

All students will be expected to attend the academy in full uniform and this includes appropriate footwear. All students must wear school shoes and trainers will not be permitted. We would like to take the opportunity to remind you that while shops are closed, basic uniform including footwear, is available to purchase in supermarkets and online retailers are still operating such as Kids Essentials and Dancers:

<https://kidsessentialschoolwearbirmingham.co.uk/>

<https://www.dancersltd.co.uk/>

**Headteacher:** Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

Windows will be open in all classrooms to ensure that they are well ventilated and we recommend that students wear a plain T-shirt or thermal vest underneath their school shirt on days where it may be slightly colder. Coats will not be permitted at any time indoors and must be removed on entry to the academy.

### Equipment in school

Students will be expected to be fully equipped for learning and have a school bag which can fit A4 books. Students must have a pencil case containing the following items:

- Scientific calculator
- Protractor
- Pencil
- Rubber
- Black pen
- Blue Pen
- Red pen
- Highlighter (any colour)
- 30cm ruler

Pencil cases (including two each of pencils and black pens) are available to purchase in academy, by ordering online via Parentpay at a cost of £5.40 to include a scientific calculator, or without the calculator £1.75. Calculators are also available to purchase separately at a cost of £3.65. All these items can be ordered via Parentpay, and will then be available in academy for your child.

Replacement planners, if needed, can also be purchased by ordering/paying for these on Parentpay.

We are very much looking forward to welcoming all our students back to the academy. Should you have any questions please do not hesitate to contact us by email at: shenley.enquiry@e-act.org.uk

Kind regards



Dr J Bartlett  
Head teacher