



Notley High School & Braintree Sixth Form

Executive Headteacher and CEO of NEMAT: Rob James



26 August 2020

Dear Parents/Carers and Students

We hope you have enjoyed the summer holidays and are looking forward to returning to the routine of school.

There have been many reports in the media during recent weeks about examination results and returning to school. We are pleased with the majority of A-level and GCSE results and that most students have been able to access their next steps.

You have received much of the information in this letter at the end of the Summer Term, but we wanted to update and remind you of some important information before the start of this term. ***There is a lot of information in this letter but please take the time to read it so we can work together to ensure everyone is safe in school.***

A reminder that Year 7 & 11 start on Thursday 3 September and Year 8, 9 & 10 start on Monday 7 September. The times of the school day have not been changed only the timing of lessons and breaktimes. Work for English, Maths, Science and Personal Development Time (PDT) will be set on Teams for Years 8, 9 and 10 which students will be expected to have completed by Monday 7 September. This work will be reviewed and used in the next lessons.

Many of you have completed the survey we recently sent out and the most common concerns both students and parents have raised are:

- Getting back into a routine
- Being behind with work
- Being safe in school

We appreciate safety is a priority. Year groups will be taught in 'bubbles' in specific areas of the school to minimise the mixing of students. Each group will be allocated a 'learning zone' and a 'social zone'. Lunch/break times will be staggered, but the start and end time of the school day will stay as normal.

When we return, an 'induction programme' for all year groups has been planned. This will involve completing an academic 'catch-up' programme and a 'wellbeing' programme.

We ask all students to ensure they have the basic personal equipment to attend lessons to minimise sharing of equipment. This includes black or blue pen, pencil, ruler, compass, protractor, calculator, eraser and highlighter pen. Whilst we will have hand sanitiser and tissues available, we would also encourage every student to have their own personal supplies if possible.

Students will be expected to wear normal school uniform. The exception will be on those days when students have a Physical Education lesson. Students can wear their school PE kit, to minimise the risk of infection whilst changing.

"Working together, achieving together"

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Please can you discuss and remind students of the following information.

When you come back to school, it will be some time since you were last there. Whilst we are doing everything we can to keep things as close to what they were before lockdown, there are significant changes to the way we must all work together. We are all very keen to get back, but our priority must be the safety of staff and students. You must realise that if you act in any way which endangers others, severe sanctions will be implemented.

Expectations:

- You are back in school to learn, and therefore ***positive learning behaviours will be expected;***
- Each year group at school will be in a bubble, ***you must not mix with students in other year groups*** within school;
- ***You will be taught in a 'learning zone', allocated a 'social zone' and be assigned a set of toilets;***
- ***Your hands must be thoroughly washed/sanitised on entering and leaving the toilets;***
- You will follow your **normal timetable**, Y7-9 will be taught in their Maths/Science sets for all subjects in short term;
- You must behave responsibly on your way to and from school and you must sanitise or wash your hands upon arrival at school;
- You will be expected to **sanitise every time you enter a new classroom;**
- Do not arrive early to school, **before 8.30am**. When you arrive you must wait in your social zone. Year 7-9 will be collected by their tutors whilst Year 10-11 will be sent to their tutor rooms once the bell goes;
- You will be expected to **wear full school uniform** and follow the rules about makeup, jewellery etc.
- You are expected to **wear PE kit for school on days when you are timetabled to have a PE lesson;**
- You must **bring your own equipment** into school, where possible, e.g. pens, pencil, ruler, calculator, protractor, compass, sharpener, glue stick, eraser, highlighter pens;
- You should **bring your own hand sanitiser and tissues** into school;
- Detentions will still take place, in your learning zone;
- **You must inform staff immediately if you feel unwell in any way;**
- It is very important that you follow all the school rules, including the new rules to keep everyone safe. You must follow all instructions immediately. **Anyone who behaves in a way which is unsafe or endangers others, severe sanctions will be put into place.**

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Year	Social Zone before school	Learning zone	Toilets	Social zone at lunch	Social Zone (wet lunch)
7	Tennis Courts A	English classrooms	English	Tennis Courts A	English classrooms
8	Tennis Courts B	Maths classrooms,	Maths	Tennis Courts B	Maths
9	Basketball Court	MFL/Hums classrooms	MFL/Hums	Tennis Courts A	MFL/Hums
10	Picnic Area	Science classrooms	Science	Basketball Court	Gym
11	Food Hall	Tech/Art/Music classrooms	Art	Basketball Court	Gym
12/13	BSF building	BSF Classrooms	BSF	Café 6 & BSF	Café 6 & BSF

For those students who are in the '**extremely vulnerable group**', **please contact the school via the Main Office by 1 September** to inform us and someone with contact you to discuss the completion of an 'individual risk assessment'. This will allow the appropriate safety measures to be considered to minimise any risks.

If you or your family experience COVID-19 symptoms, please inform us as soon as possible.

We are in ever changing times and rules and expectations will change. Your teachers will inform you of any changes and you should regularly consult emails and the school website

Once again we would like to thank you for your ongoing support as we strive to ensure every student is aspiring to meet our expectation of 'be the best you can be' and we work collectively to achieve our aim of being an 'outstanding school in the heart of the community'.

We look forward to welcoming students back in September.

With kind regards

Yours faithfully



Mr R James
CEO/Executive Headteacher



Dr C Cusick
Head of School