

Dear Parents/Carers & Sixth Form Students,

As we near the end of the most challenging and strange academic years we have all experienced, we would like to thank you for your support during the last few months. It has been wonderful welcoming students back into school over the last couple of weeks and we are looking forward to seeing them again in September.

However, before we focus on the next academic year and our September plans we would like to thank all the staff who have adapted to the demands of remote learning and also those who have worked so hard to keep the school open and safe, despite all the challenges posed by COVID-19.

Also, as is usual at this time of year, we have to say goodbye to staff who are moving to new posts or retiring. I would like to take the opportunity to say goodbye to the following staff, who are leaving Notley High School & Braintree Sixth Form: Mrs Mee, who has worked at the school since 2006 in various roles within the English & Media Faculty and now spends most of her time supporting trainee teachers; Mr Vosper is retiring after over ten years at the school teaching and leading the Science Faculty; Mrs Greybook, who has been here since 2008 in various roles, has accepted a post as a Maths teacher at another school; Miss White, who started her career at the school in 2012, has been offered a well-deserved promotion; and Mrs Birt, who has worked in the Science Faculty since 2015, is leaving to work as a Science teacher at a school which is closer to her home and family. On behalf of the wider Notley High School & Braintree Sixth Form community, I would like to thank them for all their hard work and dedication to the school and wish them well for the future, they will all be very missed.

Thank you very much to those of you who completed the survey we sent out in the bulletin. The most common concerns expressed by both students and parents are:

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

We appreciate safety is a priority and this underpins the September reopening planning. When we return, an 'induction programme' for all year groups has been designed with a focus on student wellbeing. Each subject area has also planned how best to ensure that students catch up on any knowledge, skills and understanding missed as a result of school closure through amending curriculum plans. These plans as well as a *Curriculum Catch-Up Statement* will be available on the website at the start of term in September.

Lessons & Teaching Groups

All students will be expected to attend school in September unless they have a letter to say that they are shielding, self-isolating or displaying COVID-19 symptoms. Teachers will provide work through sharing lesson presentations and activities either in the student area on SharePoint or via Teams, with reference to these on Edulink so that parents/carers are aware of the work being set.

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 time will be staggered, but the start and end time of the school day will stay as normal.

From September all students will follow the planned timetable. Each year group will be classed as a 'bubble'. Year 12 & Y13 will be classed as one bubble. All year groups will be allocated a 'learning zone' within the school to minimise movement around the school. Years 7-9 will generally be taught in the same classroom, with the teachers moving around the school, whilst Years 10-13 will move around their learning zone.

Initially, practical lessons which need to use subject specific equipment will be prioritised for exam classes as soon as the guidance about the Year 11 and Year 13 exams is released.

All classrooms must be arranged with students facing forward, ideally in rows.

PE lessons will be taught as normal, mainly outside. Students will be required to come into school in their PE kit on the days they have PE to avoid overcrowding in the changing rooms.

Unfortunately, we are currently unable to provide lockers for students as they are not in the learning zone, however students in Y7-9 will be able to leave their bags & coats in their classroom.

Although Textbooks, dictionaries and other equipment can be shared within a bubble, we ask that all students ensure that 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 still attend their tutor group, which will be within their learning zones, but most assemblies will be delivered virtually to avoid large groups together.

Unfortunately, the library in the main school will be closed until further notice. Although the Braintree Sixth Form library will be open and staffed all day.

Arrival at School & Social Zones

We are not able to have separate year group entrances to the site as this is impossible but each year group bubbles has a different social zone and entrance to the school buildings.

Students will be expected to respect social distancing measures on their way to and from school, and when on public transport or school buses, unless they are in their year group bubbles. Please see the attached letter from Essex County Council and Public Health England for additional information about School Transport.

Students in Years 7-11 must NOT arrive at school before 8.30 and must head immediately to the *before school social zones* for their bubble, where they will be collected by their tutors and walked to their tutor rooms.

- Y7 – Tennis Courts A
- Y8 – Tennis Courts B
- Y9 – Picnic Areas
- Y10 – Basketball courts
- Y11 – Canteen
- Y12 & Y13 – arrive via normal student entrance by demountables; leave via exit door at end of building

Please note there will be staff available to guide students to the correct location, especially at the beginning of term. All students will be expected to use hand sanitiser upon arrival in school and every time they enter a classroom.

Break & Lunch Time

We have adjusted the timings of the school day in order to stagger comfort breaks and lunchtime. Students will have a brief timed comfort and snack break in the morning and the afternoon, where they will be able to go to the toilet and have a biscuit, fruit or other small snack and drink water which they have brought from home in their classroom. The Food Hall will not be open at break times; and the water fountains will not be functioning.

Lunch from the Food Hall must be ordered in advance during tutor time, if students arrive at school late, they will be asked to place their order then. Money will be deducted from students' accounts so there is no need to scan their fingers. Students in receipt of Free School Meals will have £2.30 credited to their account daily which will be used for lunch. There will be 3 choices for lunch food all costed at £2.30:

1. Hot food meal deal (hot meal, cake/fruit pot & drink)
2. Hot grab n go (sausage roll/panini, cake/fruit pot & drink)
3. Cold grab n go (baguette/sandwich, cake/fruit pot & drink)

Weekly menus will be on display throughout the school and the meal deals & grab n go options will change daily.

Each year group will be allocated a 'social zone' for lunch time to minimise mixing with other year groups. In the case of bad weather, there is an allocated 'inside social zone' per year group.

It is planned that Café 6 food arrangements will be as normal in Braintree Sixth Form but it will only be open to BSF students, who will retain the privilege of being able to leave the site at break and lunchtime if they wish.

Apart from this, both Year 12 and Year 13 students will be asked to stay on site between their first and last lesson each day, to support Year 12 students in developing study habits but to ease demands on space and to minimise students coming and going during the school day. Any BSF student who wishes to work on site for the whole day will be able to do so.

Sports clubs & extra-curricular activities

Some extra-curricular activities may take place but only in year group 'bubbles'. Details to be confirmed in September. A more limited Sixth Form Enrichment programme will run at first, including Maths and English resit, EPQ and social sport.

Behaviour & Student Expectations

Please find attached a student expectations handout, a version of which was given to students this week who attended their Academic and Welfare Reviews. Please could you read through it carefully with your children in advance of returning to school in September.

We are back in school to learn, and therefore positive learning behaviours will be expected. It is very important that all students follow the school rules immediately, including the new rules to keep everyone safe. Anyone who behaves in a way which is unsafe or endangers others will be given the most serious sanctions: a two-day exclusion, or a five-day exclusion for repeated dangerous behaviour.

Normal school uniform expectations will apply. Students can wear PE kit instead of school uniform on any day they have a PE lesson. The sixth form dress code is suspended for the time being so that students don't wear ties or suits which cannot be washed as easily each day. Students will be asked to wear sensible modest clothes for a working environment.

Face coverings are not recommended and should be removed and disposed of hygienically on entering the school site.

Start of Term & Student Induction

We are intending on welcoming Years 7, 11 and 12 in school from Thursday 3 September, and Year 13 from Friday 4 September, with the rest of the school back in from Monday 7 September. We need to stagger the reopening of school to provide new students in Years 7 and 12 with the induction they would normally have had in the summer term. Work will be set for students in Years 8 - 10 to complete via Teams on Thursday 3 and Friday 4 September, which will be revisited in the next lessons.

Further details of the induction programme will be shared nearer the time.

Campus Reception & School Uniform

The Campus Reception will be closed from Monday 20 July 2020 until Tuesday 1 September 2020 except for:

- Thursday 13 August (A Level Results Day)
- Friday 14 August
- Thursday 20 August (GCSE Results Day)
- Friday 21 August

If you have any queries during this period, you are invited to contact the school via enquiries@notleyhigh.com and we will endeavour to respond as soon as possible.

You will find a copy of the school uniform order form via our website <https://www.notleyhigh.com/files/uniform/NotleyHighUniformOrderForm.pdf>

SWI recommend that orders are placed by Monday 3 August 2020 to ensure that items are received in good time for the start of the Autumn term. Please note that there is no facility for deliveries to be made to the school at the present time.

We must make contingency plans as there may be a second 'spike' and another period of 'lockdown'. If we do have another period of school closure we will revert to a 'blended learning' curriculum, which will follow the planned timetable. As students have experience of using Microsoft Teams for learning and all staff have the resources to deliver the lessons, we feel this will minimise the disruption to learning.

In response to the constantly evolving situation concerning COVID-19, we will be in touch with you during the summer holidays to update on any change of plans. Please can you check emails regularly. If you or your family experience COVID-19 symptoms, please inform us as soon as possible.

Finally, a frequently asked questions document about the OFSTED report has now been published on the website and it can be found here. [add link]

There is no doubt that the adjustments needed for our return in September will pose their own set of challenges. The recent survey, many of you completed, will help us prepare to ensure the students are supported and you are kept informed. Once again, we would like to thank you for your ongoing support, it is by working together than we will ensure students achieve their potential.

We are looking forward to welcoming students back in September. We would like to take this opportunity to wish you all a very happy and restful summer.

With kind regards,

R James

C Cusick

CEO/Executive Headteacher

Head of School