



# Ian Ramsey Church of England Academy

Head Teacher: Mr B. Janes BSc Hons, NPQH  
Executive Head Teacher: Mrs G. Booth BA Hons, M.Ed.



Our Ref: BJ/MP/PS/JC

17th July 2020

Dear Parent/Carer,

As you will be aware, Ian Ramsey CE Academy has been open every day, including the Easter and during the May half-term holidays, to the children of key workers and the most vulnerable. I am now writing to you to share, in principle, how we intend to open the academy to all children in all year groups in September. We will be sending more details to you during the summer holidays as further guidance is released. Your safety and the safety of the children and the staff remain paramount to us.

We will be using our best endeavours to keep each year group in a bubble throughout the day. Pupils will be given their own route onto and off the site each day. In addition, we have introduced strict one-way system around the building as well as segregated zones within the dining spaces and outside areas. In order for this to be as effective as possible, pupils and staff must move around the corridors **quietly in single file** to reduce the spread of aerosols (droplets) at specific points. Large gatherings such as assemblies will not take place. However, collective worship will be delivered using a live stream from the main hall into all classrooms.

## Arriving at school

**The school gates will open at 8:15am each day** and cars will not be able to gain access to the grounds, without a school permit (*permit applications must be sent via [enquiries@ianramsey.org.uk](mailto:enquiries@ianramsey.org.uk)*). We do hope to continue the breakfast service for children, but we are not sure that this will be possible. We will confirm this later in the summer.

As pupils arrive on site, by car or by foot, please ensure social distancing guidelines are followed at all times. On entering the building, children will go directly to their form rooms every morning. They will be informed which gate and door to use and it is essential that there is no milling around beforehand, either on the school site or in the community. Senior staff and our pastoral teams will be present at both the start and the end of the school day to ensure this is the case.

We had confirmation from the DFE only yesterday that we could have a phased return back into school, as long as all pupils are in school together by Monday 7<sup>th</sup> September 2020. The purpose of the phased return is to support the transition of our Year 7 pupils as they start the secondary phase of their education. For Years 8 to 11 we need to establish new systems and routines to support the return to school during the current stage of this global pandemic. We aim to provide a sense of normality whilst still following the DFE and Public Health England guidance to ensure the safety of everybody in the school. Life in school is very different and we wish to prepare our children so they understand how to act to keep themselves and others safe.



Ian Ramsey CE Academy, Fairfield Road, Fairfield, Stockton-on-Tees, TS19 7AJ  
Tel: 01642 585205 Email: [enquiries@ianramsey.org.uk](mailto:enquiries@ianramsey.org.uk)

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### **Year 7 – Wednesday 2<sup>nd</sup> September – Friday 4<sup>th</sup> September**

All pupils should arrive at 8:20am, on Wednesday. They should assemble on the tennis courts in their tutor groups. Staff will be there to support them. On Thursday and Friday, Year 7 pupils should go straight to their tutor rooms by 8:20am.

### **Year 10 and 11 – Thursday 3<sup>rd</sup> September only**

Year 10 pupils should arrive at 8:20am and assemble on the tennis courts in their tutor groups.

Year 11 pupils should arrive at 9:00am and assemble on the tennis courts in their tutor groups.

### **Year 8 and 9 – Friday 4<sup>th</sup> September only**

Year 8 pupils should arrive at 8:20am and assemble on the tennis courts in their tutor groups.

Year 9 pupils should arrive at 9:00am and assemble on the tennis courts in their tutor groups.

### **Year 7 to 11 - Monday 7<sup>th</sup> September**

All pupils to enter through their designated door and proceed **directly** to their form room from 8:20am with all pupils in their tutor room by 8:35am.

**At this point, we are unable to provide a break or lunch service whilst continuing to follow government guidelines. ALL PUPILS MUST BRING A PACKED LUNCH UNTIL INFORMED OTHERWISE.**

### **Uniform**

All pupils should be wearing full Ian Ramsey Academy uniform when they arrive. Uniform expectations can be found on our Academy website at <https://ianramsey.org.uk/parents/uniform/>

If pupils arrive without the correct uniform, the pastoral team will contact you to find out how they can support you with this. We are aware that families have been put under even more financial strain because of Covid-19 and will do all we can to support you. Many of our families have donated their child's uniform to the school, so we can upcycle the uniform and then put it to good use. All of the items we have collected are laundered and in very good condition. Much of the uniform purchased last year has barely been worn. However, children continue to outgrow their uniform and if you would like to take advantage of this service, please contact us confidentially, via our Operation Manager, Mrs L Cockburn ([enquiries@ianramsey.org.uk](mailto:enquiries@ianramsey.org.uk)). If you would like to donate uniform please, could ensure it has been washed, placed in a sealed bag and then drop it off at the main reception. We will then store the uniform for 72 hours before making it available for reuse.

### **Equipment**

**Lockers will not be in use** to avoid year group bubbles mixing in the corridors. Pupils are all expected to have a suitable school bag that can carry all of their books and equipment for each day. It is important that children have their own pencil case (clear plastic) containing pens, pencils ruler etc. Staff will not be able to hand out equipment. Any additional equipment used in subjects such art, design technology, PE etc. will need to be disinfected after each pupil has used it. We will be following the DFE guidelines to ensure a risk assessment is in place for each curriculum area.

### **Mobile Phones**

As lockers will not be in use, mobile phones will need to be switched off and placed in the child's bag at the start of the day. If a mobile phone is visible, even if it is sticking out of a pocket, it will be

confiscated. Any mobile phone which is confiscated will be placed in the school safe and we will contact parents/carers to collect it from the school at a suitable time. We do not allow the use of mobile devices in school. In the case of emergency and you need to contact your child during the school day, please ring our switchboard and we can pass on a message. This also avoids children needing to look at their phone during the school day, which could lead to a sanction.

### **Toilets/Hand Washing/Cleaning**

If a pupil needs to use the toilet during a lesson, they will be escorted to the nearest facility by a member of staff. We successfully introduced this system when Year 10 returned to school this summer. Pupils will have plenty of time during the scheduled lunch and break times to access the facilities. This is to manage the movement of pupils in the building and maintain 'Mega Bubbles' within each year group.

Pupils will be expected to use hand sanitiser as they enter and leave each classroom, as well as at lunchtime.

The academy has already increased its cleaning regime. We will increase the numbers of staff available during the school day to clean common touch points such as door handles, stair-rails and toilet facilities etc.

### **Lessons**

We are running a full timetable with the broad suite of subjects. We recognise that each pupil is returning from a very different experience of home schooling. It is essential that our specialist-trained staff help the children to reconnect with their learning. For the benefit for each learner's wellbeing, it is just as important to study the arts as it is to study the core subjects. Personal Development lessons and our strong pastoral systems can also help the children to explore and describe the experience of the last few months. We want all of our pupils to feel happy, safe and supported as we return to the new normal.

### **Behaving Safely**

Being safe has always been a necessity in schools, but now it takes on another meaning. If another member of our community - pupils, staff, parents/carers and visitors act in a way that puts another person at risk of contracting the coronavirus, the consequence will be severe. In the case of a pupil, it will warrant exclusion. For example, deliberately coughing over someone else in an attempt to make him or her feel unsafe. A new code of conduct and behaviour policy, with addendums, will be sent out to you at the end of August as well as being available on our website by the start of the new academic year. If these are updated in the future, I will share these with you in the normal ways.

### **Communication**

**Please upload the 'Edulink' app to your device (details attached).** The vast majority of our communication is now electronic, so you must do this to stay in touch with us and so we can give you the key messages to you, for your children. We also use Facebook, Twitter, Instagram and our website to communicate with you and the wider community.

While we have always encouraged an open-door policy, under the new guidance we require all parents to **make an appointment** should they wish to speak to any member of staff.

### **Leaving the premises**

**The school day ends at 2:45pm**, pupils will be escorted off site by their period 5 teacher. As pupils leave the site, by car or by foot, please ensure social distancing guidelines are followed at all times.

There will be occasions where some pupils may need to stay in school for clubs, activities or detentions. We will inform you if your child does need to be kept back for detentions.

### **Unable to attend school**

If your child is unable to attend we are required to record all absence throughout the Covid-19 pandemic. Please email [attendance@ianramsey.org.uk](mailto:attendance@ianramsey.org.uk) to inform us of any absences and the reason. If your child is not marked present each morning and we are unaware of their absence, we will contact you in the first instance via Edulink.

### **Transport**

Please see Stockton Local Authority website for details of the school transport plans. Planning is under way, however, the guidance provided by the government has only recently been released. Once we have details about the plan for transport both local transport and LA provided transport I will inform you through Edulink and the website. However you travel to school, it is important that you and your children follow the clear government advice.

### **Bikes**

Pupils will still be allowed to ride bikes on to the school site. But there will be a strict one in one out policy for use of the bike sheds to ensure we maintain the year group 'Mega Bubbles'.

### **Pupils and Parent surveys**

We have already sent out a link to our school surveys. Please take the time to complete them, so we can evaluate your views about the last 4 months and what it is that we needed to do to support you and your children as we return to school.

### **Next Steps**

Later in August I will be able to share details and any changes we may need to make for September. This will depend on any changes from the government. Currently children should not wear face masks in schools. However, where staff cannot maintain a safe 2-metre distance from children or other adults, they will be wearing face-visors. This includes working closely with a child on a 1:1 basis or where staff are on duty supervising the children.

### **Finally**

We are very much looking forward to seeing the academy full of smiling faces again. The staff and pupils of Year 10 have been so happy to attend lessons again. We are living through a very challenging time. We must continue to follow the guidance set by our government to avoid a second wave of corona virus. Therefore, I urge you and your families to follow the guidance so we can get back to school in September and we start the process of supporting our young people in their education.

Have a joyous and peaceful summer.

God bless,



Mr B Janes

Headteacher