



Ilan 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 August 2020

Dear Parent/Carer,

We hope you and your family have had a wonderful summer. We are very much looking forward to welcoming the children and staff back into the academy this September.

Further to our letter dated 17th July 2020 the arrangements for the wider opening of our academy is as follows. Please read this carefully as **pupils are not all in on every day of the first week of September.**

Year 7 – Wednesday 2nd September – Friday 4th September

All Year 7 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 3rd 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 4th 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.

Monday 7th 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.

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 a 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. Pupils will be sat in alphabetical order both in classrooms and in the dining spaces (unless there is a specific SEND need). This is to allow for track and trace to be effective, if necessary.



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At this point, we are unable to provide a break service whilst continuing to follow government guidelines. ALL PUPILS MUST BRING A PACKED LUNCH OR ORDER A GRAB BAG UNTIL INFORMED OTHERWISE. See details on our website on how to pre-order grab bags.

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*). 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 September.

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.

Uniform

Please will you ensure that your child is in the appropriate uniform. Uniform expectations can be found on our Academy website at <https://ianramsey.org.uk/parents/uniform/>

Inappropriate uniform includes:

- Unnatural hair colour
- false nails/eyelashes
- multiple piercings
- inappropriate skirts length
- tight fitting trouser/leggings
- black trousers
- training shoes or Vivienne Westwood/Ted Baker or similar branded footwear

We thank you for your support with this, it will allow us to focus on the learning and the measures we have put in place to keep our whole school community safe. 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 help 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). 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

All uniform and equipment must be labelled to ensure that any misplaced items are returned to the correct owner.

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 and a reusable water bottle. Staff will not be able to hand out equipment. In order to reduce risk of transmission, water fountains will not be in use.

Mobile Phones

We do not allow the use of mobile devices in school for safeguarding reasons. 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.

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. 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.

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 acts 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 available on our website from 1st September 2020. If these are updated in the future, I will share these with you in the normal ways.

Communication

We have moved away from sending paper copies of letters home to help support the environment and minimise the unnecessary use of paper wherever possible.

Please download the 'Edulink' app to your device (New Year 7 pupils will receive their login details for themselves and for you on 2nd September). 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. Please ring reception to request an appointment with a senior member of staff or your child's Head of Year.

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 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

If you are unsure about Local Authority transport arrangements please see their website for details. It is important that pupils follow the government guidelines when using public transport including wearing a facemask unless they are exempt.

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'.

Finally

We are very much looking forward to seeing the academy full of smiling faces 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 and remain in school from September. As we start the process of supporting our young people back into their education, we must do all we can to avoid a localised lockdown and further school closure.

God bless,



Mr B Janes

Headteacher